

SANTA CRUZ COUNTY OFFICE OF EDUCATION

FOSTER/HOMELESS YOUTH EDUCATIONAL LIAISON

DEFINITION

Under the general direction of the assigned administrator, work with a broad framework of standard policies and procedures to improve the educational outcome of children and youth in foster care. Serve as a liaison between the County Office, school districts, students, families and outside agencies regarding needed support, services and assistance.

SUPERVISION EXERCISED

Exercise no supervision over County Office staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Work collaboratively with staff at the Santa Cruz County Office of Education, educators, social workers, CASAs, family members, mental health professionals, foster parents, as well as various community partner organizations to ensure that individual foster and homeless youth's educational needs are met.

Organize, schedule and facilitate in-person meetings of the adults involved in individual foster and homeless youth's education to develop an educational case plan.

Ensure relevant educational information and goals are included in youth's case plans and that educational strengths and areas of need are communicated to appropriate service providers, agencies and organizations.

Facilitate ongoing collaboration and communication of all educational team members for each child through an online case management system.

Train, support and supervise volunteers who provide educational support and mentoring to caregivers for foster youth.

Participate in regular meetings with the foster education team in Santa Cruz County, with independent project evaluators, with outside agency partners and occasionally with foster youth consultants and experts at statewide and national advocacy organizations.

Work with project staff to ensure appropriate data is collected and processes are documented to allow for project evaluation and replication.

Form and facilitate educational teams to assess the educational strengths and challenges of foster and homeless youth to determine needed support services and assistance.

Provide case management and advocacy for foster and homeless youth.

Work with foster youth caregivers to build their capacity to be effective educational advocates.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Support parents, caregivers and youth on educational issues.

Make appropriate referrals for services.

Electronically track services and referrals.

Create and submit court reports for Family and Children's Services for cases assigned.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices used in dealing with staff, students, families and outside agencies.

Proper English usage, spelling, vocabulary, grammar and punctuation.

Methods and techniques of conflict resolution.

Modern office practices, methods, computer equipment and software.

Principles of data collection and/or record keeping and report preparation.

Safe driving principles and practices.

Trauma informed practices.

Foster and homeless youth laws and database systems.

Skill and Ability to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Interact effectively and sensitively with individuals from diverse backgrounds and socioeconomic characteristics.

Deal constructively with conflict.

Work under limited supervision within a framework of standard policies and procedures.

Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Skill and Ability to (continued):

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge of skills and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Bachelor's degree from an accredited college or university with major course work in counseling, therapy, social work or education.

Experience:

Four years of experience working with at-risk youth and their families in a counseling environment.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license and appropriate vehicle operation insurance.

Qualification Requirements:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, stoop, climb and lift 25 pounds.

Ability to frequently travel in personal automobile to school sites and throughout the community.

Ability to work in a standard office.

Approval Date: June, 2017

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