

Job Summary:

Under general direction of the Assistant Superintendent, Special Services/SELPA Administrator, the Foster Youth Services Coordinator performs a variety of duties, working with child welfare services, courts, schools, and students in all phases of program implementation, and perform other essential job related work as required.

Essential Job Functions:

- ▶ Facilitate the transfer of the Health and Education Passport for each foster youth.
- ▶ Research and interpret education laws pertaining to foster and homeless youth.
- ▶ Works directly with students, parents, community groups at school sites to identify, remedy, and prevent attendance and/or academic barriers at the school site.
- ▶ Assist foster youth in accessing transitional services such as vocational training, emancipation services and training for independent living, as well as tutoring, counseling, and mentoring.
- ▶ Provides leadership for staff to design and implement effective strategies for improving academic performance and long-term outcomes of foster youth
- ▶ Acts as a liaison between the school site and District administrators to communicate incidents, trends or concerns regarding student or family concerns at the school site
- ▶ Encourages, support and assist in the development of school wide activities of foster respect and understanding between students.
- ▶ Provides advocacy training for program staff, school staff, and foster parents.
- ▶ Monitors program fiscal activity.
- ▶ Attends and participates in IEP's or informal meetings regarding foster youth students to resolve educational concerns.
- ▶ Provides outreach and information to parents of foster youth students to ensure parents are knowledgeable about the available resources.
- ▶ Maintains cooperative and collaborative working relationships with youth and families, staff, school personnel, community agencies, local government, law enforcement and service agencies.
- ▶ Maintains records of parent and school contacts, appointments, and presentations so that accurate information is available for review by supervisors.
- ▶ Performs other related duties and responsibilities as requested.

Skills, Knowledge and/or Abilities Required:

- ▶ Knowledge of:
 - Applicable laws, statues and regulations related to Foster Youth
 - Community agencies and services
 - Record keeping procedures and practices
- ▶ Skills to:
 - Establish and maintain effective collaborative relationships with local school and community partners, as well as local and state policymakers,
 - Communicate well with parents and professionals
 - Assist with resolving differences of opinion
 - Locate requested information
- ▶ Ability to:
 - Work flexible hours
 - Travel throughout the county using own transportation
 - Attend meetings

Experience/Education Required:

- ▶ Bachelor's degree.
- ▶ 3 years experience in facilitating groups and working with foster care agencies and/or schools.
- ▶ Five years educational background or experience in social services, health or education.
- ▶ Bilingual English-Spanish speaking preferred but not required.

Licenses, Certifications, Bonding, and/or Testing Required:

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Department of Justice Fingerprint Clearance.

FLSA Status: Exempt

February 2016

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.