

Job Title: Specialist, Family and Student Support
Grade Level/Terms of Employment: Grade 119/260 Days
FLSA Status: Exempt
Work Location: 119 West Leigh Street, 23220
Immediate Supervisor: Coordinator, Center for Families in Transition

General Description:

The Specialist, Family and Student Support is responsible for supporting students who are experiencing homelessness and housing instability. The Specialist provides individualized, educational-focused case management with the goal of improving student academic performance and increasing graduation rates.

Essential Duties and Responsibilities:

- Collaborates with schools to support high school students who are unaccompanied and/or highly mobile causing them to be chronically absent and/or have multiple conduct infractions
- Develops and maintains working relationships with agencies providing housing and income building resources in order to provide referrals for students and families
- Conducts home visits with students and families
- Acts as a resource to school-based administrators, front office staff, school social workers, counselors, teachers, and nurses in the interpretation of McKinney-Vento policies and laws
- Maintains necessary records ensuring confidentiality of students and their families, monitors student progress, and prepares related reports
- Performs other duties as assigned

Qualifications:

- Bachelor's degree in social work, counseling, or related field required; Master's degree preferred
- Experience working with youth facing adversity required; experience working in housing or income building fields preferred
- Understanding of McKinney-Vento Homeless Education Act
- Ability to navigate student issues in a cooperative, collaborative manner with school staff, parents, and students
- Ability to establish appropriate networks with school programs and community agencies to provide essential services for families and children
- Availability to participate in occasional evening and weekend events
- Valid Virginia driver's license and willingness to use personal automobile
- Bilingual/fluency in Spanish preferred