MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Coordinator of Regional DATE: November 2, 2005

Homeless Initiative **REVISED:** August 13, 2014

REPORTS TO: Executive Director APPROVED BY: Board of Directors

JOB SUMMARY: Ensure that homeless children and youth and their families

are informed of available services and provide assistance in obtaining educational and related community services.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Ensure that homeless children and youth are identified by school personnel and through coordination activities with other entities and agencies.

- 2. Ensure that homeless children enroll in, and have full and equal opportunity to succeed in the schools of the Local Educational Agency (LEA).
- 3. Ensure that homeless children and youth and their families receive educational services or which they are eligible, including Head Start, Even Start, and preschool programs administered by the Local Educational Agency (LEA), and referrals to health, mental health, dental, and other appropriate services.
- 4. Ensure that parents or guardians of homeless children and youth are informed of educational and related opportunities available to their children, and are provided with meaningful opportunities to participate in the education of their children.
- 5. Ensure that parents and guardians and unaccompanied youth are fully informed of all transportation services, including transportation to and from the school of origin, and are assisted in accessing transportation services.
- 6. Ensure that enrollment disputes are mediated in accordance with the requirements of the McKinney-Vento Act.
- 7. Ensure that public notice of educational rights of homeless students is disseminated to locations where they receive services under the McKinney-Vento Act.
- 8. Assist homeless children and youth with enrolling in school and accessing school services.
- 9. Assist homeless children and youth with obtaining immunizations or medical records.
- 10. Inform parents, school personnel, and others of the rights of homeless children and youth.
- 11. Work with school staff to make sure that homeless children and youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement.

- 12. Help to coordinate transportation services for homeless children and youth.
- 13. Collaborate and coordinate with the State Coordinators for the Education of Homeless Children and Youth and community and school personnel responsible for providing education and related support services to homeless children and your.
 - 1. Perform other duties as assigned by the Executive Director.

QUALIFICATIONS:

- Five (5) years experience in mental health, children and youth services, public health required
- Master's in a field of social services required
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Must have valid driver's license
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some stooping, bending, kneeling, and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment
- Frequent travel

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office/classroom environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively (written and orally)
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess computer skills
- Ability to operate various office equipment
- Must possess active listening skills
- Must possess conflict mediation skills
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)