

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Outreach Specialist for Homelessness Program

APPROVED BY: Board of Directors

Date: December 19, 2018

Revised: May 26, 2021

REPORTS TO: Coordinator of Regional Homeless Initiative

JOB SUMMARY: Assist the Coordinator of Regional Homeless Initiative to 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. Assist Coordinator in ensuring that homeless children and youth are identified by school personnel and through coordination activities with other entities and agencies.
2. Assist Coordinator in ensuring that homeless children enroll in, and have full and equal opportunity to succeed in the schools of the Local Educational Agency.
3. Assist Coordinator in ensuring that homeless children and youth and their families receive educational, health and all other appropriate services for which they are eligible.
4. Assist Coordinator in ensuring 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. Assist Coordinator in ensuring 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. Assist Coordinator in ensuring that enrollment disputes are mediated in accordance with all applicable local, state and federal laws.
7. Assist Coordinator in ensuring that public notice of educational rights of homeless students students experiencing homelessness and other marketing materials are is disseminated to locations where they receive services and/or congregate.
8. Assist Coordinator in ensuring homeless children and youth obtain immunizations or medical records.
9. Assist in educating parents, school personnel, community agencies and others of the rights of homeless children and youth.

10. Assist with working with school staff to ensure that homeless children and youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement.
11. Assist with coordinating transportation services for homeless children and youth.
12. Outreach to relevant community agencies and service providers, including higher education, preK and summer programming.
13. Perform other duties as assigned by the Coordinator of Regional Homeless Initiative.

QUALIFICATIONS:

- Bachelor degree in Social Work or Psychology or related field 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 within a 10 county area

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
- Able to work effectively with diverse populations

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.)