

**MIDWESTERN INTERMEDIATE UNIT IV**

**TITLE:** Specialist of Regional Homeless Initiative

**APPROVED BY:** Board of Directors

**Date:** December 19, 2018

**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 is disseminated to locations where they receive services under all applicable local, state and federal laws.
8. Assist Coordinator in ensuring homeless children and youth are enrolled in school and have access to school services.

**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.)*