



Dove Schools

For a brighter future

DOVE SCHOOLS Homeless Liaison Essential Duties

1. Interprets laws relating to homeless students; and ensures the delivery of mandated services.
2. Assesses students identified as homeless and makes visits to living areas/shelters to assess the family environment.
3. Collaborates with school staff to develop interventions for students identified as homeless and develops individualized service plans.
4. Implements case management services (including individual counseling); monitors student/family progress and status; and makes referrals to other professional staff members or community agencies as needed.
5. Serves as a liaison between schools and such agencies/facilities as homeless shelters, social services, court services, and the police department to coordinate assistance for homeless students.
6. Provides families with information related to the needs of their child and acts as a resource to parents/guardians by providing family support activities and communicating available services.
7. Acts as a resource to school-based administrators, guidance counselors, teachers, and health services personnel regarding homeless students, interpretation of homeless/school attendance policies and laws, and record-keeping requirements.
8. Conducts training to school staff on school laws as it relates to the homeless student population; and recommends strategies for supporting the needs of these students.
9. Maintains necessary records ensuring confidentiality of students and their families and prepares related reports.
10. Models nondiscriminatory practices in all activities.