

BEAVERTON SCHOOL DISTRICT

Position Title: Social Support Liaison
Department: School
Reports To: Administrator
Pay Grade: SUPP/16
FLSA Status: Non-Exempt
Bargaining Unit: OSEA
Approved Date: March, 2005
Revised Date: NA

POSITION PURPOSE:

Works with students who may be at risk and/or homeless, to improve their ability to function successfully in the school environment academically, socially and psychologically by providing consultation and services to families, students, school staff and community agencies.

Represents students and districts interests to parents, school staff and community agencies. Performs a wide variety of duties with a measure of independent judgment. Position requires analysis and evaluation of a variety of data and may take action in accordance with established procedures.

EXAMPLES OF DUTIES:

Duties may include but are not limited to the following:

- 1) Contributes to effective problem solving and conflict resolution skills by assisting school staff, parents and students in reinforcing appropriate behaviors and proven strategies both in school and in the home.
- 2) Assists families to alleviate adverse conditions in order to promote resilience and academic success for at risk students by promoting parental involvement in schools and school activities, conferencing with identified families and if possible, conducting home visits.
- 3) Provides ideas and pertinent data to school counseling/administrative team as well as TAT, SET and other committees and projects, so they may develop behavior modification plans, Functional Behavioral Assessments (FBA) and supportive interventions.
- 4) Provides analysis of individual student needs and family needs and utilizes the data to select specific interventions as directed by counseling/administrative team. Maintains records which identify intervention and long term effectiveness.
- 5) Contributes to establishment and maintenance of relationships with social service agencies, under the direction of the supervisor, including follow up with student and family contacts. Identify, pursue and coordinate resources for assisting students and their families.
- 6) Participates in counseling groups providing support for individual students and families. Family support and training may be provided in the home during regular working hours or in the evening when parents are available, at a school or community site.
- 7) Provide professional development activities for district personnel at all levels (administrative, teachers, instructional assistants) and other support staff to raise awareness of the special needs of at risk students and students without homes.
- 8) Provides for interpreting student progress with outside agencies by regular follow up contacts with parents, school administrators and counselors.

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- 9) Acts as an information conduit between the schools and the juvenile justice system to support impacted students and their performance in school.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- And ability to relate with students and parents individually and in a group setting and to provide training.
- Services provided by social service agencies, shelters, churches, housing authority and the juvenile justice system.
- Principles of family counseling and experience in family social services.
- Unique needs of minorities, second language families, families of poverty, homeless and associated diverse cultural issues.

Skills/Ability to:

- Work in a team environment and function within the legal and policy parameters of the position.
- Communicate effectively and to establish and maintain working relationships with other employees, students, families and representatives of public agencies.
- Educate and motivate people and agencies in the community to understand and assist with students who are at risk and/or homeless.
- Express ideas, proposals and recommendations effectively, orally and in writing.
- Physically perform assigned duties and work during evening hours.
- Collect, analyze and organize data and meet service objectives efficiently.
- Understand and carry out oral and written instruction and work independently with minimal supervision.

EDUCATION AND EXPERIENCE:

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

- Bachelor degree or Masters in Social Work preferred. Two years proven successful experience in at risk behavior intervention, homelessness, education and social work.

LICENSING/SPECIAL REQUIREMENTS:

- Possession of or ability to obtain, a valid Oregon or Washington driver's license

WORKING CONDITIONS:

Work may be performed indoors or outdoors. Travel is required. Incumbent must be able to stand, walk, drive, push, pull, lift up to 60lbs, bend, stoop, kneel and reach. Requires regular focus on a computer screen. May be required to sit, keyboard, write, hear and speak for extended periods. Weekly dealing with distraught or difficult individuals. Occasional attendance at meetings or activities outside of normal working hours.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.