

FOSTER YOUTH SERVICES LIAISON

DEFINITION

Under direction, provides professional services as a liaison and resource for County agencies, school districts, caregivers, and community organizations to ensure that the educational needs of students in foster care are met; organizes and oversees a variety of foster youth services including tutoring, mentoring, transition services and emancipation programming to postsecondary education; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in coordinating with local agencies, school districts, and community organizations to meet the educational needs of students in foster care. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in Individual Education Plan (IEP) and related educational team meetings including foster youth, County agency staff, school officials, educational rights holders, Court Appointed Special Advocates, and other partners to provide advocacy regarding foster youth rights and educational needs.
- Provides educational case management and supports the coordination of services for foster youth; consults with foster youth and educational team for the purposes of educational planning and assessment of students' academic needs.
- Provides transition support to youth entering foster care or during changes of school placement; facilitates timely school enrollment and compiles enrollment information, including school records and school transfer documents.
- Monitors academic progress to determine the effectiveness of school placement and services; works with educational team to promote school stability and ensure foster youth are connected to appropriate supports and interventions.
- Collaborates with foster youth and educational partners to support post-secondary planning, access, and advisement.
- Develops and presents various foster youth education trainings for school educators and officials, County agency staff, educational rights holders, Court Appointed Special Advocates, and other partners to build capacity to support foster youth.
- Provides guidance and consultation to foster youth, County agency staff, school officials, educational rights holders, Court Appointed Special Advocates, and other partners regarding federal and state

- legislation related to foster youth education.
- Facilitates state required Foster Youth Services Coordinating Program (FYSCP) Executive Advisory Council (EAC) meetings; creates agendas and leads discussions regarding the development of program priorities, goals and services.
- Provides information on legislative updates, best practices, and trends and participates in inter-agency and multidisciplinary team meetings advancing the awareness of foster youth educational needs and legislation.
- Researches, compiles, and verifies a variety of data and information; prepares, processes, and maintains a variety of records, program materials, and reports related to assigned activities; develops informational spreadsheets.
- Maintains accurate and detailed files and records, verifies accuracy of information, research discrepancies, and records information.
- Attends and participates in a variety of meetings, committees, conferences, in-services and/or special events.
- Stays current with methodology, technology, issues, laws and regulations, and best practices pertaining to the education of students in foster care.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a bachelor's degree from an accredited college or university in social work, psychology, sociology, education, human development, or a related field.
- Master's degree preferred but not required.

Experience:

- Three (3) years of increasingly responsible experience in education, social services, foster, homeless and at-risk youth services, or related field.

Licenses and Certifications:

- Possession of a valid California Pupil Personnel Services (PPS) Credential – School Counseling or School Social Work.
- This position may require employees to travel locally, and specifically, employees must be able get themselves to different locations during their workday. Employees will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation, including a ride hailing service, taking a taxi, carpooling, bicycling, etc.

Knowledge of:

- Childhood growth and development.
- Guidance and counseling theories and practices.
- Educational program planning, test interpretation, and other facets of counseling related to student academic progress.
- Procedures for planning and implementing outreach and community partnership building strategies and activities.
- Trauma-informed practices and social and emotional needs of students.

- Community resources and agencies related to children and youth in foster care, experiencing housing insecurity, and/or justice involved.
- Research techniques, methods, and procedures.
- Methods of collecting, organizing, and ensuring accuracy of data and information
- Applicable federal, state, and local laws, codes, policies, and procedures relevant to the area of responsibility, including federal and state regulations and laws affecting the education of children and youth in foster care, experiencing housing insecurity, and/or justice involved
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Serve as a liaison between and resource for foster youth, County agency staff, school officials, educational rights holders, and other partners.
- Build and maintain effective collaborations with community partners.
- Identify and negotiate appropriate educational services for children and youth in foster care, experiencing housing insecurity, and/or justice involved.
- Participate in facilitating and improving educational accomplishments and opportunities and motivating students toward completion of significant educational goals.
- Effectively facilitate and conduct meetings and training sessions.
- Prepare and maintain records and reports related to assigned activities.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office or classroom setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and classroom equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office, classroom, and outdoor environment with moderate to loud noise levels, cold and/or hot temperatures. Employees interact with clients with behavioral disorders/erratic and assaultive behavior, including those which require emergency crisis intervention. Employees may interact with upset

staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.