Job Title: Homeless Liaison
Reports To: Martha Hinman – Executive Director of Student Services
FLSA Status: Non-Exempt

JOB SUMMARY
The Homeless Liaison is responsible for assuring that homeless/highly mobile children are fully integrated into the mainstream school setting and offered appropriate educational support as authorized under the McKinney-Vento Act for Homeless Education. The Homeless Liaison shall coordinate and collaborate with the state coordinator, community and school personnel responsible for the provision of education and related services to homeless students. Connect families with the appropriate FAN, Family Access Network, Advocate via phone.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Acts as a liaison between schools, shelters, and the community on behalf of homeless/highly mobile students.
2. Ensure that homeless families and students receive educational services for which they are eligible, and referrals to health-care services, dental services, mental health services and other appropriate services.
3. Ensures that parents of homeless students are informed of the educational and related opportunities available to the students and are provided with meaningful opportunities to participate in the education of their shelter.
4. Ensure that public notice of the educational rights of homeless students is distributed where such students receive services (i.e., schools, family shelters and soup kitchens).
5. Ensures that the parent of a homeless student, or any unaccompanied student, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing appropriate transportation.
6. Create methods and documentation for tracking the number and location of highly mobile/homeless students.
7. Inform parents and guardians of homeless children and youth of opportunities and services available.
8. Connect family with appropriate FAN Advocate via phone.
9. Develop a model for tracking homeless students’ participation and results on statewide assessment tests on state benchmarks.
10. Collect data and information on such students that will help the LEA prepare grant applications and secure services for such students.
11. Other duties may be assigned as needed.
12. Attends work regularly.
13. Occasionally perform work beyond a standard 40-hour work week when work-load requires.
MARGINAL DUTIES AND RESPONSIBILITIES
Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Files documents and records according to predetermined classifications, maintaining alphabetical index, and cross references files.
2. Attends in-service trainings.
3. Attends staff meetings.
4. Relate appropriately to children and their families regarding varying degrees of problems and concerns.
5. Use independent judgment with interpretation of information gathered.
6. Able to maintain patient, positive, persistent attitude with a warm, accepting personality.
7. Follow instructions and promote the success of programs and the children served by these programs.
8. Work successfully in a team setting with professionals and peers.
9. Work flexible hours including some early evening hours as needed.
10. Read, understand and carry out oral and written instructions.
11. Ability to learn to deal with bodily fluids.
12. Learn the operation of telephones, computers, and other equipment used in the work, as required by the position.
13. Adhere to the district requirements for a drug-free workplace.
14. Communicate clearly and appropriately in speech and in writing in accordance with educational standards.
15. Abide by confidentiality requirements.

SUPERVISORY RESPONSIBILITIES
All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

MINIMUM QUALIFICATIONS
- High school diploma or General Education Diploma (GED) and one year related experience and/or training or equivalent combination of education and experience.

PREFERRED QUALIFICATIONS
- Prior successful experience working in a school setting, social service or with children
- Spanish speaking and literacy skills highly preferred.
KNOWLEDGE, SKILLS AND ABILITIES
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others’ ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with children.
- Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- General knowledge of computer usage and ability to use, e-mail, internet software and word processing software.
- Ability to appropriately communicate with students, teachers, parents, community agencies, social services and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.
- Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card, Oregon Driver License, bloodborne pathogen training, blood spill training.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands for fine manipulation, handle or feel and reach with hands and arms.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. Employee may be exposed to bloodborne pathogens.

**Other Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

**Prepared By:** HR Department  
**Updated:** May 2017

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

_________________________________________________
Employee Signature:

_________________________________________________
Employee Print Name & Date

_________________________________________________
Supervisor Signature:

_________________________________________________
Supervisor Print Name & Date