

Anoka-Hennepin Independent School District #11
Job Description

Title: Student Assistance / Homeless Liaison
Department: Student Services
Reports to: Director of Student Services
Prepared Date: March 1, 2013

SUMMARY OF RESPONSIBILITIES

Coordinate, implement and document services for Homeless Youth and Families.

DUTIES AND RESPONSIBILITIES

- Serve as the Federal & State required LEA designed Homeless Liaison.
- Manage requests for services from homeless families and unaccompanied youth.
- Manage funds and services available to homeless families and unaccompanied youth including funds from the McKinney-Vento Grant and Title I Part A.
- Manage the Anoka County emergency funds in conjunction with school social workers, counselors, prevention workers, Student Learning Advocates, contracted therapists.
- Manage Homeless Leads currently at each district school.
- Manage communication:
 - Revise Homeless collection and reporting data;
 - Prepare Tool kits for school level homeless leads;
 - Publish monthly Newsletter or updates;
 - Manage District Homeless Website.
- Serve as facilitator of district staff training regarding homeless issues.
- Serve as facilitator of community education regarding homeless issues.
- Grant writer for additional resources for homeless families and unaccompanied youth.
- Manage phone line - provide resources for students and families in crisis.
- Assist with coordination of school needs during crisis situations.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree in a related field and five or more years experience with homeless issues and/or youth.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of McKinney-Vento Law.

Current knowledge of community and county services available to homeless families, unaccompanied youth and students in crisis: housing, mental health, jobless issues, abuse.

Good written and verbal communication skills.

Ability to work closely with parents, staff, administration and community.

Ability to maintain regular attendance, including completing an assigned day.

Must be able to lift a minimum of 25 pounds.

Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

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 sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and the ability to adjust focus. The employee may be required to travel to individual school or off site locations to conduct business related to the essential functions of the position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Environmental conditions including heat, cold, wind, water, ice and snow may be a factor specifically in any travel between schools or off site locations.