

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: FOSTER YOUTH SERVICES LIAISON

BASIC FUNCTION:

Under the supervision of the Supervisor – Foster Youth Services Coordinating Program, performs technical duties in serving as a liaison between schools, group homes, substitute care providers, placing agencies and others to assure that the educational needs of students in foster care are met; organizes and oversees activities for a variety of Foster Youth Services projects including tutoring, mentoring, transition services and emancipation programming to postsecondary education.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Provides a variety of specialized and technical support to the Foster Youth Services Coordinating Program; serves as an educational advocate for foster youth; serves as a liaison between schools, group homes, substitute care providers, placing agencies and others to assure that the educational needs of students in foster care are met; proficiently navigates social services for foster youth students; makes community agency referrals as needed, such as to higher education programs, adult education, and vocational program; connects students with appropriate and relevant support services and resources, such as to college personnel to transition foster youths to post-secondary education.

Organizes, oversees, and monitors, activities for a variety of Foster Youth Services projects including tutoring, mentoring and emancipation programming to postsecondary education.

Coordinates with Child Welfare, Juvenile Probation, and school districts to develop and implement appropriate strategies, and provide appropriate services, to address the needs, and improve the educational outcomes of students in foster care.

Provides technical assistance, program development, guidance, support and training to school districts in relation to California Department of Education State laws, programming and best practices pertaining to educational support to foster youth.

Monitors educational support and outcomes provided by the schools and districts and provides education case management in as-needed situations; provides guidance and support to assure the educational well-being of the students; attends and supports students at student re-entry meetings, IEP meetings, expulsion hearings, and other events critical to student success, as needed.

Develops and implements tracking systems; gathers reliable, valid and comprehensive information and unduplicated data on service provision to students in foster care, as required by the California Department of Education and per grant requirements.

Performs various administrative duties and tasks in support of the program supervisor; maintains various

records and reports as assigned by the position; processes administrative details not requiring immediate attention of program supervisor.

Participates in the development of program materials and services for the Foster Youth Services Coordinating Program; researches and reviews existing materials and services; coordinates the assistance of agency staff and subject matter experts in the development of materials and services.

Assures appropriate placement of foster youth in schools by assisting schools and districts in understanding and complying with applicable laws and regulations; works closely with District Foster Youth Liaisons to assure the timely transfer of educational records and gathers other pertinent student information to support districts for students in and out of the county.

Organizes and coordinates meetings among staff in schools, group homes, placing agencies and other agencies involved in Foster Youth Services Coordinating Program; provides training and conducts workshops on current policies, laws and legislation related to foster youth.

Collaborates with Child Welfare, Juvenile Probation and various internal and external organizations as necessary; serves as liaison to professional organizations and community groups regarding different programs as assigned; assists with the coordination of tutoring, mentoring, and education counseling services county-wide.

Prepares a variety of memorandums and correspondence, creates program documents, forms, reports and informational materials for Foster Youth Services Coordinating Program; prepares presentation materials, edits content and adds appropriate graphics as needed; compiles resources and maintains files related to services for foster youth; researches and reviews existing materials and services.

Attends designated agency, county and District meetings; leads local collaborative meetings and attends state-mandated conferences and workshops as assigned.

Accesses, reviews and collects data from a variety of sources, which may include, , CALPADS, SELPA, AERIES, and FosterVision, to support and facilitate foster youth services and student success, such as, but not limited to, tracking grades, educational credits, and graduation requirements; contributes to a variety of comprehensive state reports related to program enrollment, attendance, participants and programs.

Serves as a resource to substitute care providers, foster youth, District staff, and community agencies; responds to a variety of inquiries relating to laws governing the sharing of health and education records of foster youth; maintains knowledge of current laws and regulations pertaining to the education of students in foster care.

Operates a variety of office equipment including a computer, copier, fax machine and printer; performs duties by using assigned application programs and assigned software.

Coordinates, plans and develops special events in collaboration with Child Welfare, Juvenile Probation and other community agencies within Santa Clara County, including college and career fairs and financial aid workshops to improve educational outcomes for foster youth.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Foster youth populations and unique needs including special education.

Organization and operations of the Foster Youth Services Coordinating Program.

State and federal regulations and laws affecting the education of foster children, including those with special needs.

Planning and coordinating events of variable size.

Modern office practices, procedures and equipment.

Basic record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.

Report writing, document construction and editorial techniques.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer and assigned office equipment.

ABILITY TO:

Support the transitions of students from the foster care system into postsecondary education.

Learn, apply and explain applicable local, State and federal laws, rules, regulations, statutes and ordinances, especially those pertaining to serving youth in foster care.

Assist with coordinating, planning, developing and organizing daily administrative services and office operations in Foster Youth Coordinating Services Program.

Effectively interact with diverse cultural student communities and large groups and be sensitive to the needs of students, including those with special needs.

Plan and coordinate events of variable size, facilitating communication between substitute care providers, professionals, educators and colleagues.

Perform difficult and complex tasks, with limited supervision, requiring independent judgment, and resourcefulness.

Prepare, edit and distribute correspondence, written reports, promotional materials, and publications with clarity and precision as assigned.

Effectively facilitate and conduct meetings and training sessions.

Understand and follow oral and written instructions.

Plan and organize work.

Maintain records and prepare reports.

Complete work with many interruptions.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer, assigned software and assigned office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in social work, psychology, sociology, or a related field, and two years of increasingly responsible and complex foster care case management experience with youths. Individuals with progressive experience in coordinating, planning, and organizing, within an educational or social service program setting, may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to retrieve files.
Reaching overhead, above the shoulders and horizontally.
Lifting and carrying light objects.

Approved by Personnel Commission: December 14, 2016



Kristin Olson
Director-Classified Personnel Services

Date: 12/14/16