

# HOMELESS LIAISON



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**Reports to:** Admin. of Special Projects  
**Salary Schedule:** Schedule C  
**FLSA Status:** Hourly

**Bargaining Unit:** Wenatchee Assoc. of PSE  
**EEO Class:** Level 5  
**Revised Date:** August 2019

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## **SUMMARY:**

Manage the Homeless Education federal grant and arrange transportation and other services for children who are homeless. Responsible for supporting the needs of the homeless student population and ensuring the delivery of mandated services to facilitate the student's attendance and success to appropriate education. Position also acts as a resource to school staff and conducts related training.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assesses students identified as homeless and makes visits to living areas/shelters to assess the family environment.
- Interprets laws relating to homeless students; and ensures the delivery of mandated services.
- Provide direct service to children and youth in collaboration with community agencies.
- Provides families with information related to the needs of their child and acts as a resource to parents/guardians by providing family support activities and coordinate assistance for homeless students.
- Collaborates with school staff to develop interventions for students identified as homeless and develops individualized service plans.
- Participate in community agencies as appropriate to support program activities and leverage resources for families.
- Assist students in the successful transition to the regular school program.
- Identify special programs and services available within education, social service, and community to meet the special needs of each child.
- Acts as a resource to school-based administrators, guidance counselors, teachers, and health services personnel regarding homeless students, interpretation of homeless/school attendance policies and laws, and record-keeping requirements.
- Maintains necessary records ensuring confidentiality of students and their families and prepares related reports.
- Evaluate, via data collection and observation, the effectiveness of the program.
- Other duties as assigned.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

**Teamwork** - Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

**Computer Skills** – To perform this job successfully, an individual should have strong knowledge of computer operating systems.

**Customer Service** – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

**Mathematical Skills** – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Interpersonal Skills** - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

**Oral and Written Communication** - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Attendance/Punctuality** - Is consistently at work and on time; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

The environmental factors described here are representative of those that may be present in the workplace while the employee performs 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 stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is occasionally required to stoop, kneel, or crouch. Employee in this position may encounter prolonged sitting and/or standing. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

This position may require working with a diverse group of individuals. This position may require working with students of all ages as well as parents and staff. Employees in this position may encounter stressful situation where a professional attitude will be required. Multi-tasking is essential as deadlines and frequent interruptions are common.

**EDUCATION AND COMPETENCIES:**

- High school diploma or equivalent.
- Strong leadership and interpersonal skills.
- Experience working with children.
- Experience in planning and implementing activities.
- Good communication and writing skills.
- Must be a team player and have a flexible schedule.
- Two year degree in Early Childhood Education or BA in Education preferred
- Valid Washington State Drivers license and reliable transportation.
- Bilingual (Spanish) preferred.

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Employee Name

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Review Date

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Employee Signature

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Supervisor