



Position Description

**HOME AND SCHOOL VISITOR –
Homeless Liaison**

*Salary Level: **Teacher Contract***

*Contract/Benefits: **Teacher Contract***

*Department or Area: **Student Services***

*Revised Date: **May 15, 2020***

*Prepared by: **Tiffany Polek, Director of
Student Services***

*Approved By: **A Pidgeon, Executive Director
of Human Resources***

*Reports To: **Director of Student Services***

Qualifications:

1. Bachelor's Degree
2. Valid and current Pennsylvania Home & School Visitor certification
3. Valid and current Pennsylvania vehicle operator's license.
4. Knowledge of child growth and development, and family dynamics.
5. Knowledge of the Allentown City community and local resources.
6. Knowledge and understanding of school law as it relates to homeless students;
7. Intervention strategies; and referral sources.
8. Demonstrated cultural competence.
9. Ability to work effectively with staff, students, parents and the general public.
10. Demonstrated record-keeping and reporting ability.
11. Spanish and/or other language fluency preferred.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must possess good interpersonal, human relations and organizational skills. Good oral, written and computer and communication skills are also required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

Essential Duties and Responsibilities

1. Act 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. Conduct home/community visits to meet with families at their housing location.
4. Ensure that public notice of the educational rights of homeless students is distributed where such students receive services (i.e., schools, family shelters, soup kitchens, food pantries).
5. Ensure 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 community-based services available.
8. Collect data and information on such students that will help the LEA prepare grant reports and secure services for such students.
9. Interpret homeless law.
10. Conduct staff trainings.
11. Establish and maintain effective working relationships with staff, students, families, community and outside agencies.
12. Other duties, as assigned.

Competencies

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

Interpersonal Skills

Addresses difficult or emotional parent/community situations judiciously; Responds to parent/community requests for service and assistance; Meets commitments made to parents and the community; Maintains confidentiality; Listens carefully; Shows reasonable control of personal emotions; Exhibits objectivity and openness to the views of others; Speaks clearly and persuasively in positive or negative situations; Responds appropriately to questions; Demonstrates group presentation skills; Writes clearly and effectively; Gives and welcomes feedback; Contributes to building positive morale.

Organizational Skills

Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Utilizes district/school resources with fiscal prudence; Develops strategies to achieve district/school goals; Understands district's/schools' strengths & weaknesses; Aligns work with strategic goals.

Personal Competencies

Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Sets and achieves challenging personal goals; Demonstrates persistence and overcomes obstacles; Prioritizes and plans work activities; Uses time efficiently; Treats others with respect regardless of their status or position; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Follows instructions, responds to supervisory direction; Takes responsibility for own actions; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Demands:

This position involves a combination of standing and sitting at various times of the day. The position may require escorting children throughout the building. Employee will be required to operate a computer and have the ability to complete necessary paperwork. This position requires minimum physical effort and is not subject to Occupational Health and Safety risks.

Evaluation:

The person filling this position will be evaluated according to the evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____ Date: _____
Individual serving in this position