

BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Intern; Education for Children and Youth Experiencing Homelessness (ECYEH) and Educational Stability for Foster Care Youth in Region 2

QUALIFICATIONS:

- A. High School diploma and college-level general education coursework required.
- B. Experience working with at-risk youth preferred.
- C. Ability to exhibit professional verbal and written communication skills.
- D. Ability to work in a shelter and/or school environment and be a team player.
- E. Ability to multi-task and take initiative.
- F. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) or other state or federal healthcare program. Clearance as a provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

REPORTS TO:

ECYEH Supervisor

POSITION GOAL:

Assist Pa's Education for Children and Youth Experiencing Homelessness and Educational Stability for Foster Care Youth in supporting students experiencing homelessness and students in foster care in Region 2.

PERFORMANCE RESPONSIBILITIES:

The essential functions of this position include, but are not limited to the following fundamental duties:

I. General

- A. Provide excellent customer service to students, parents, and program partners both in person, on the phone, and electronically.
- B. Communicate regularly with supervisor and team members.
- C. Complete all necessary paperwork and maintain required documentation.
- D. Complete applicable training.
- E. Other duties as assigned.

II. Specific

- A. Provide special programming to students experiencing homelessness in various settings throughout Berks, Chester, Dauphin, Lancaster, Lebanon, and Schuylkill Counties.
- B. Provide community outreach within the region to the school districts, early childhood providers, shelters, and other relevant community stakeholders.
- C. Represent the regional program at community meetings and trainings.
- D. Assist with the coordination of regional events and special projects.

TERM OF EMPLOYMENT:

Non-Exempt, Temporary/Seasonal, Part Time. Compensation in accordance with the Board Approved Substitute Wage Rate Schedule.

EVALUATION:

Performance in this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

BCIU is an equal opportunity employment, educational, and service organization.

Print Name	
Employee Signature	Date:

Orig.: September 12, 2018

Revised: July 8, 2025

CC: Employee File