

Durham Public Schools

Office for Transitional Families - McKinney Vento

Job Description

McKinney-Vento Social Worker (276003)

JOB TITLE: McKinney-Vento Social Worker

REPORTS TO: District McKinney-Vento Homeless Education Coordinator

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 100%, 10 months, Certified, Exempt

SUMMARY:

The primary purpose of this position is to carry out Durham Public Schools' responsibilities to children and families who are eligible for services under the McKinney-Vento Homeless Education Act. The McKinney-Vento Social Worker will assist with identifying homeless students and providing direct intensive support to identified students and families in the form of academic and social-emotional services. The McKinney-Vento Social Worker will collaborate with school staff and community partners to ensure that barriers are reduced or eliminated so that students in transition (homeless children and youth) can enroll in school, attend regularly, and succeed in educational opportunities.

RESPONSIBILITIES & DUTIES:

1. Act as a contact person, outreach worker, and advocate for homeless and highly mobile families, children and youth. Make referrals to community agencies as needed.
2. Develop strategies to assist with the identification of students who are eligible for services under McKinney Vento Homeless Education Act.
3. Arrange transportation for students in transition to their "school of origin" or the school located in their attendance zone.
4. Purchase and distribute school supplies, bus passes, and other items needed for academic support.
5. Assist with coordinating and monitoring before/after school enrichment programs, tutorial programs, and summer academic/enrichment programs.
6. Assist schools in obtaining records and other documents for students in transition.
7. Assist with linking students in transition to appropriate services (e.g., free and reduced lunch, mental health programs, and etc.)
8. Conduct home visits, site visits at schools, shelters or other places that students in transition reside.
9. Gather monthly statistics, compile data for current and previous homeless students, and maintain the homeless database.

10. Work directly with parents to improve students' participation in school events, school attendance, and ensure that parents are informed about their rights under the McKinney-Vento Act.
11. Attend conferences and workshops to keep abreast of changes with McKinney Vento.
12. Collaborate with social workers and other staff for the development of a food pantry and clothing closet in designated schools.
13. Assist Homeless Liaison with organizing community collaborations and participating in community events (e.g., Project Homeless Connect, Point-In-Time Count, and etc.)
14. Assist with Parent Trainings and other outreach activities in the shelters and schools
15. Assist Homeless Liaison with other duties as needed.

Occasional evening and weekend work may be required

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

High school graduate. Bachelor's Degree in a related field such as Early Childhood or BSA/MSA in school social worker preferred. Must have a valid North Carolina driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Extensive knowledge of human behavior, social systems and social work skills.
2. Strong interpersonal, communication, organizational and technology skills.
3. Skill in counseling, motivating students and talking with parents.
4. Ability to manage culturally sensitive topics.
5. Ability to coordinate the efforts of support services personnel and outside agencies.
6. Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.
7. Ability to effectively express ideas orally and in writing.
8. Working knowledge and proficient level of experience with Microsoft Office programs such as Word, Excel and PowerPoint.

RESOURCE REQUIREMENTS:

- ☒ Laptop
- ☒ Desktop computer (may be docking station with laptop)
- ☒ e-mail address
- ☒ Outlook
- ☒ VPN
- ☐ Cellphone
- ☐ Pager
- ☐ Two-way radio
- ☐ iPad
- ☒ Office phone
- ☒ 10 digit telephone number
- ☒ 5 digit extension
- ☒ Printer
- ☒ Fax
- ☐ District vehicle

- ☐ Audio recording device
- ☒ Software (Microsoft Office, Adobe)
- ☐ AS400
- ☐ SharePoint
- ☒ Web site access
- ☒ Building access key/code (for necessary building access during non-traditional hours)

OPTIONAL: Wi-Fi hotspot to access VPN while away from their workstation (the person may already have his/her own access)

PHYSICAL REQUIREMENTS:

Must be able to exert a negligible amount of force to move objects, maneuver around small spaces, run and climb stairs. May be required to physically restrain or assist with the physical restraint of a student that is in imminent risk of harming him/herself or others. Note: Physical restraint of any student is only used as a last resort.

DISCLAIMER:

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.