

PROFESSIONAL STAFF—JOB DESCRIPTION

NEXUS Family Support and Attendance Intervention Specialist

Reaching Out to Educate

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	RESPONSIBILITIES
Position Summary	<p>The NEXUS Family Support and Attendance Intervention Specialist provides coordinated services to improve student success through two distinct and complementary roles:</p> <ul style="list-style-type: none"> ● NEXUS Family Support Services: Family-centered, preventative, and engagement-focused services that support family stability, address barriers to success, and work with chronically absent students, older youth (17+), and unaccompanied youth. ● Attendance Intervention Services: Student-centered, compliance-focused services that address truancy, enforce attendance expectations, and re-engage students in school. <p>This position ensures that family systems and underlying barriers are addressed through NEXUS services, while attendance concerns are directly intervened upon through targeted student support and truancy response.</p>
Requirements	Bachelor’s Degree preferred in Education, Social Work, or related field
Essential Skills	<ul style="list-style-type: none"> ● Knowledge of family systems, youth development, and trauma-informed practices ● Ability to build relationships with diverse families and high-risk youth ● Understanding of school systems, attendance law, and truancy processes ● Strong communication and collaboration skills with schools, families, and community partners ● Ability to manage multiple cases and coordinate services effectively
NEXUS Family Support Services (Family-Centered)	<ul style="list-style-type: none"> ● Develop a plan of care for each student and family to include services such as advocacy/case management, independent living skills, training, peer support, etc. ● Provide comprehensive family case management including intake, assessment, crisis intervention, advocacy, referral, and monitoring of families ● Work with families of chronically absent students to address barriers prior to truancy escalation ● Provide targeted support to older youth (17+) and unaccompanied youth, focusing on stability, connection, and future planning ● Gather social history to assess family strengths, needs, and challenges ● Develop and implement individualized family-centered plans of care ● Conduct home visits and provide ongoing community-based and in-home support ● Connect families to resources including housing, food, healthcare, mental health services, and other supports ● Coordinate care with service providers to ensure high-quality, non-duplicative services

	<ul style="list-style-type: none"> ● Provide family education and engagement opportunities such as workshops, events, and skill-building sessions ● Support parenting skills, independent living skills, and overall family functioning ● Follow up with families to ensure effectiveness and sustainability of services
Attendance Intervention Services (Student-Centered)	<ul style="list-style-type: none"> ● Investigate and respond to referrals for truancy and significant attendance concerns ● Work directly with truant students to identify barriers and improve school attendance ● Confer with students and families regarding attendance expectations and legal requirements ● Develop and monitor student-specific attendance intervention plans (IOEP) ● Collaborate with teachers, counselors, and administrators to identify and support at-risk students ● Work closely with counselors, teachers and other staff to identify and counsel students at risk of dropping out ● Conduct home visits related to truancy intervention and follow-up ● Track attendance data, monitor progress, and maintain accurate records ● Share relevant attendance and case information with courts and community agencies when appropriate ● Support students at risk of dropping out and assist with re-engagement strategies
School & Family Collaboration	<ul style="list-style-type: none"> ● Serve as a liaison between families, students, school staff, and community agencies ● Facilitate meetings to address attendance concerns and family needs ● Strengthen communication between schools and families ● Advocate for both student accountability and family support needs ● Support schools in understanding broader barriers impacting attendance and engagement
Systems & Prevention Work	<ul style="list-style-type: none"> ● Identify early warning signs of chronic absenteeism and disengagement ● Support schools in implementing preventative strategies through family engagement ● Assist in developing systems that reduce escalation from chronic absence to truancy ● Participate in regular building Student Success Team meetings
ROE Responsibilities & Documentation	<ul style="list-style-type: none"> ● Maintain accurate and timely records including: <ul style="list-style-type: none"> ○ Family case notes, goals, and service documentation (NEXUS) ○ Attendance data, intervention plans, and contact logs (Attendance) ● Complete required ROE documentation (Time & Effort, mileage, reports, etc.) ● Maintain confidentiality of student and family information in accordance with legal and ethical guidelines ● Utilize data systems and technology platforms for tracking and communication ● Follow Illinois School Code and ROE policies and procedures ● Maintain records in an organized and timely manner

	<ul style="list-style-type: none"> ● Submit required documentation including: <ul style="list-style-type: none"> ○ Time & Effort reports ○ Mileage and expense records ○ Contact logs and case notes ● Maintain communication with ROE staff and keep calendar current ● Establish office space and working hours as required
Collaboration & Networking	<ul style="list-style-type: none"> ● Participate in ROE team meetings, reflective practice groups, and partnership meetings ● Collaborate with ROE programs including NEXUS, Homeless Services, BEST, Birth–Three, and others ● Attend community agency meetings as needed ● Build and maintain relationships with community partners and service providers
Training	<ul style="list-style-type: none"> ● Participate in ongoing professional development aligned to both family support and attendance intervention ● Attend trainings such as Youth Mental Health First Aid, ASIST, and other relevant topics ● Seek additional training opportunities based on role responsibilities
Other	Other duties as assigned by Director of Professional Learning & Educational Services