



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

MCKINNEY-VENTO AND FOSTER YOUTH LIAISON

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform technical duties in serving as a liaison between schools, group homes, substitute care providers, placing agencies and others to ensure that the educational needs of foster care, homeless and at-risk students are met; organize and oversee activities for a variety of support services, including providing school supplies and clothing; participate in County meetings to better serve targeted student populations; research, update and detail resources for all students and families; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Provide a variety of specialized and technical support to students identified as foster youth, homeless and/or at risk; serve as an educational advocate and as a liaison between schools, group homes, substitute care providers, placement agencies and related organizations.
- Meet with families that are identified as homeless to assist with possible housing accommodations. Ensure that invoices on housing are reconciled and forwarded to the Fiscal department.
- Respond to referrals, emails and phone calls identifying students requiring assistance and interventions; identify, address and oversee student needs; make referrals to a variety of community programs and resources.
- Coordinate with a variety of agencies, County offices, District staff and social service organizations to develop and implement appropriate strategies to address the needs of students requiring care.
- Ensure students and families receive services; meet with high school students for scholarship opportunities; serve and provide information to social workers, educational liaisons, County and any other agencies involved with the foster youth or McKinney-Vento students and families.
- Arrange and oversee a variety of service interventions including providing school supplies and clothing and refer for services in tutoring, mentoring and remedial education; visit school sites to provide training and support to foster youth representatives.
- Collaborate and arrange for purchase of a variety of items for student use, including school backpacks and school supplies; research and develop corporate donations and gifts for student supplies; purchase and assemble back-packs for delivery to school sites.
- Maintain and ensure student clothing supplies are stocked and organized; works in the Kindness Connection to accommodate student clothing pick-ups.
- Monitor educational support and outcomes provided by the schools and District and provide case management in as-needed situations.
- Develop and implement a tracking system; gather reliable, valid and comprehensive information and unduplicated data on service provision to students in foster care, homeless and at-risk; enter student and family information identified by services offered and received in assigned database.

- Prepare a variety of memorandums and correspondence; create program documents, forms, reports and informational materials for youth services; research and review existing materials and services; coordinate the assistance of agency staff and subject matter experts in the development of new materials and services.
- Provide technical assistance, program development, guidance, support and training to District staff; enter data and ensure accuracy of information for program questionnaires and on required program documentation.
- Attend County meetings for updates on program and funding guidelines and requirements; attend youth conferences; compile required documents needed for students to attend youth conferences.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Procedures, methods, techniques and strategies utilized in the development of school and community liaison processes;
- Organizational skills.
- Quick and accurate data entry.
- Family resources in San Bernardino County.
- Microsoft Word and Excel programs.

ABILITY TO:

- Investigate, analyze and document situations accurately and suggest alternative courses of action to parents and staff.
- Understand and communicate effectively with children and adults of different cultural and ethnic backgrounds.
- Establish and maintain cooperative educational community relationships.
- Operate a computer and use appropriate software applications effectively.
- Understand and follow oral and written directions.
- Be patient and understanding of the needs and issues of the students and families.

Bilingual/Biliterate positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:

One year of paid or volunteer experience in coordinating, planning and organizing within an educational or social service programs setting. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's License. Use of private vehicle and District vehicle is required.
- Insurability by the District's insurance carrier may be required.

PREFERRED QUALIFICATIONS:

College-level coursework in a related field such as social welfare.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor/Outdoor work environment. Driving a vehicle to conduct work.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 20 to 30 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will sit most of the time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level and/or to ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing written and oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

Exposure to fumes, dust, odors.

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