

## Job Description

**Job Title:** Homeless Liaison Specialist  
**Position Code:** 2E17, BE17  
**Job Classification:** Exempt

**Supervisor:** Designated Supervisor  
**Pay Grade:** 31  
**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for supporting the needs of the homeless student population and ensuring the delivery of mandated services to facilitate the student's attendance and access to appropriate education. Position assesses students and families; interprets laws relating to homeless students; works as a team member to develop intervention strategies; provides case management; monitors student progress; and makes referrals. Position also acts as a resource to school staff and conducts related training.

### **Essential Duties**

1. Interprets laws relating to homeless students; and ensures the delivery of mandated services.
2. Assesses students identified as homeless and makes visits to living areas/shelters to assess the family environment.
3. Collaborates with school staff to develop interventions for students identified as homeless and develops individualized service plans.
4. Implements case management services (including individual counseling); monitors student/family progress and status; and makes referrals to other professional staff members or community agencies as needed.
5. Serves as a liaison between schools and such agencies/facilities as homeless shelters, social services, court services, and the police department to coordinate assistance for homeless students.
6. Provides families with information related to the needs of their child and acts as a resource to parents/guardians by providing family support activities and communicating available services.
7. Acts as a resource to school-based administrators, guidance counselors, teachers, and health services personnel regarding homeless students, interpretation of homeless/school attendance policies and laws, and record-keeping requirements.
8. Conducts training to school staff on school laws as it relates to the homeless student population; and recommends strategies for supporting the needs of these students.
9. Maintains necessary records ensuring confidentiality of students and their families and prepares related reports.
10. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs any other related duties as assigned by the supervisor or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills & Abilities Required)**

Must possess a Bachelor's degree in counseling, social work, psychology, education, or a related field with some related experience providing services for school aged children; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess a demonstrated knowledge and understanding of school law as it relates to homeless students; intervention strategies; and referral sources. Must possess excellent assessment, case management, interpersonal, and communication skills. Must possess the ability to interpret homeless law; provide support activities for students and their families; and conduct training to

staff. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies.

**Working Conditions and Physical Requirements**

Duties are performed in various environments to include in an office environment, at school sites, at homeless shelters, and in the community with no unusual physical demands. Work involves physical effort encountered in normal, everyday office activities. Position requires occasional local travel in the community. While performing the duties of this job, the employee is occasionally exposed to angry students/parents and neighborhoods considered to have high levels of violence potential.

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Supervision Exercised:** None

**Supervision Received:** Designated Supervisor

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Homeless Liaison Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the designated supervisor or other appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 01/19 CR