

JOB DESCRIPTION:

Job Title: *Foster Youth Services Project Specialist (9792)*

Job Summary:

Under the supervision of the Foster Youth Services Coordinating Program. Performs technical duties in serving as a liaison between schools, group homes, substitute care providers, placing agencies and others to assure that the educational needs of students in foster care are met; organizes and oversees activities for a variety of Foster Youth Services Coordinating Program projects including tutoring, mentoring, transition services and emancipation programming to postsecondary education.

Essential Functions:

- Provides a variety of specialized and technical support to the Foster Youth Services Coordinating Program;
- Serves as an educational advocate for foster youth;
- Serves as a liaison between schools, group homes, substitute care providers, placing agencies and others to assure that the educational needs of students in foster care are met;
- If relevant, support with special education services, proficiently navigates social services for foster youth students;
- Makes community agency referrals as needed, such as to higher education programs, adult education, and vocational program;
- Connects students with appropriate and relevant support services and resources, such as to college personnel to transition foster youths to post-secondary education;
- Coordinates with child welfare services, juvenile probation, and school districts to develop and implement appropriate strategies, and provide appropriate services, to address the needs and improve the educational outcomes of students in foster care;
- Provides technical assistance, program development, guidance, support and training to school districts in relation to California Department of Education State laws, programming and best practices pertaining to educational support to foster youth;
- Monitors educational support and outcomes provided by the schools and districts and provides education case management in as-needed situations;
- Provides guidance and support to assure the educational wellbeing of the students; attends and supports students at student re-entry meetings, IEP meetings, expulsion hearings, and other events critical to student success, as needed;
- Gathers reliable, valid and comprehensive information and unduplicated data on service provision to students in foster care, as required by the California Department of Education and per grant requirements;
- Performs various administrative duties and tasks in support of the program supervisor;
- Participates in the development of program materials and services for the Foster Youth Services Coordinating Program;
- Assures appropriate placement of foster youth in schools by assisting schools and districts in understanding and complying with applicable laws and regulations
- Works closely with District Foster Youth Liaisons to assure the timely transfer of educational records and gathers other pertinent student information to support districts for students in and out of the county;
- Organizes and coordinates meetings among staff in schools, group homes, placing agencies and other agencies involved in Foster Youth Services Coordinating Program;
- Provides training and conducts workshops on current policies, laws and legislation related to foster youth;
- Collaborates with Child Welfare Services, Juvenile Probation and various internal and external organizations as necessary;
- Prepares a variety of memorandums and correspondence, creates program documents, forms, reports and informational materials for Foster Youth Services Coordinating Program;
- Prepares presentation materials, edits content and adds appropriate graphics as needed; compiles resources and maintains files related to services for foster youth; researches and reviews existing materials and services;
- Attends designated agency, county and district meetings;
- Leads local collaborative meetings and attends state-mandated conferences and workshops as assigned;
- Attend Child Welfare Services, Team Decision Making meetings, Child Family Team Meetings and Multi-Disciplinary meetings as necessary;
- May also Attend, suspension and expulsion meetings as needed;

- Accesses, reviews and collects data from a variety of sources, which may include, CALPADS, SEIS, and Foster Focus, to support and facilitate Foster Youth Services Coordinating Program and student success, such as, but not limited to, tracking grades, educational credits, and graduation requirements;
- Contributes to a variety of comprehensive state reports related to program enrollment, attendance, participants and programs;
- Maintains knowledge of current laws and regulations pertaining to the education of students in foster care and to responds to inquiries about those laws:
- Identifies resources in the community and assists with appropriate referrals for the purpose of providing support of the foster youth and their resource families and/or biological families;
- Operates a variety of office equipment including a computer, copier, fax machine and printer;
- Performs duties by using assigned application programs and assigned software;
- Coordinates plans and develops special events in collaboration with Child Welfare Services, Juvenile Probation and other community agencies within Tulare County, including college and career fairs and financial aid workshops to improve educational outcomes for foster youth;

Knowledge and Abilities:

Knowledge of:

- Foster youth populations and unique needs including special education.
- Organization and operations of the Foster Youth Services Coordinating Program.
- State and federal regulations and laws affecting the education of foster children, including those with special needs.
- Planning and coordinating events of variable size.
- Modern office practices, procedures and equipment.
- Basic recordkeeping and report preparation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Report writing, document construction and editorial techniques.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Support the transition of students from the foster care system into postsecondary education.
- Learn, apply and explain applicable local, state and federal laws, rules, regulations, statutes and ordinances, especially those pertaining to serving youth in foster care.
- Assist with coordinating, planning, developing and organizing daily administrative services and office operations in Foster Youth Coordinating Services Program.
- Effectively interact with diverse cultural student communities and large groups and be sensitive to the needs of students, including those with special needs.
- Perform difficult and complex tasks, with limited supervision, requiring independent judgment, and resourcefulness.
- Prepare, edit and distribute correspondence, written reports, promotional materials, and publications with clarity and precision as assigned.
- Effectively facilitate and conduct meetings and training sessions.
- Understand and follow oral and written instructions.
- Plan and organize work.
- Maintain records and prepare reports.
- Complete work with many interruptions.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

Responsibilities include: working under limited supervision; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally, the job requires 40% sitting, 30% walking and 30% standing.

Education/Experience Required:

- Master's degree in social work, psychology, sociology or a related field and two years of increasingly responsible and complex case management with foster youth experience.
- Individuals with experience in coordinating, planning and organizing, within an educational or social service program setting may be considered.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.
- Spanish speaking preferred.

FLSA Status: Exempt**October 2017**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.