

Humboldt County Office of Education Foster Youth Education Caseworker



Chris Hartley, Ed.D.
Superintendent

Job Summary

Under the general direction of the Director for Foster and Homeless Youth Education Services, the Foster Youth Education Caseworker will provide data tracking support, educational case management services, advocacy, academic support, and information/referral services to students who are Dependents/Wards of the court and considered Foster Youth. The caseworker will be co-located at the Humboldt County Office of Education and the Humboldt County Department of Health and Human Services (DHHS), Child Welfare Services (CWS); will work in collaboration with district foster youth liaisons, county, community and tribal agencies in coordinating services, trainings and technical assistance on behalf of foster youth. This is an 11 month position, at 37.5 hours a week and is contingent upon funding.

Examples of Duties

As directed by the program Director, this position is co-located with DHHS/CWS and will work in collaboration with the HCOE Foster Youth Data Technician and the CWS Education Liaison to enter and maintain the Health and Education records for foster youth students in the Child Welfare database system (CMS), Foster Focus database, and CALPADS; assist or takes the lead in case management for assigned foster youth students, primarily within the HCOE Court/Community school program; assesses student needs and monitors the effectiveness of interventions and supports; keeps Director apprised of student progress; assists with any educational program transitions to insure students are adequately supported; maintains adequate case notes/database to monitor and analyze service delivery; prepares various reports as required; provides community outreach; serves as a liaison with district foster youth liaisons and other local youth service providers; assists in development and facilitation of trainings; protects agency, employee and client confidentiality and safety; attends relevant meetings pertaining to foster youth and education; may be required to adjust work hours in a reasonable manner to accommodate the needs of students, parents and/or school staff schedules; makes referrals to counselors, social workers, teachers, probation offices or other appropriate agency personnel when specialized services beyond the qualifications of the caseworker are required; and performs other related duties as assigned.

Education and Experience

Demonstration of basic competency equivalent to graduation from high school plus not less than one year of college level education or equivalent training in the field of social work or related field; two years of experience working with youth as an instructional aide, vocational technician, career counseling technician or similar service. Additional education such as a Bachelor's degree in social work, education or similar may be substituted.

NOTE: An employee in this position must have a valid California driver's license and be able to operate a vehicle to drive to the necessary schools throughout the county or be able to otherwise move about to multiple work sites on any given day.

Knowledge of:

California laws and school policies pertaining to foster youth in public school systems;
Use appropriate software including Outlook, Word and Excel and student data systems such as Foster Focus, CMS, CALPADS, and Promis;
Local services relating to foster youth and families
Career paths and future educational opportunities for students;
Work well with students of varying ages, family members, and multi-agency personnel;

Ability To:

Read and comprehend laws, rules and regulations;
Organize work and communicate clearly and concisely;
Follow oral and written directions;
Work independently and exercise sound judgment;
Maintain accurate records for program audit;
Make formal presentations to small and large groups;
Lift and/or move supplies or equipment in excess of 30 pounds;
Adapt to changing work demands including adjustments to work schedule;
Manage task priorities to meet deadlines;
Work under varying degrees of stress;
Adapt to changing work demands;
Communicate effectively via telephone, computer or in person;
Initiate recommendations regarding programmatic or operational improvements when the need arises;
Communicate with tact and courtesy.

PHYSICAL REQUIREMENTS:

Essential duties require, but are not limited to, the following physical abilities:

- Sit at a desk, table, on low chairs, on the floor or on mats, or in classrooms of various configurations for extended periods of time;
- See, read and distinguish colors, a computer screen, educational materials, books and other printed matter, with or without vision aids;
- Vision ability for both close and distant objects;
- Manual dexterity to enter data into a computer, and to perform assigned classroom tasks using both hands;
- Ability to move quickly on uneven terrain, play yards, and school grounds;
- Ability to stoop, kneel, crouch, crawl, climb, balance, push wheelchairs or pull wagons with students at times;
- Physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height and to bend, sit on the floor, climb stairs, walk and reach overhead;
- Mental acuity to perform the essential functions of this position in an accurate, neat, and timely fashion, to make good judgments and decisions and to evaluate the results of decisions and judgments.

Range 34

Personnel Commission Approved : October 17, 2017