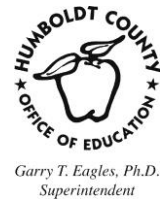


Humboldt County Office of Education



Garry T. Eagles, Ph.D.
Superintendent

Homeless Youth Caseworker

Job Summary

Under the general direction of the Coordinator of Instructional Services for Foster and Homeless Youth, the Homeless Youth Caseworker will provide-crisis intervention/case management services, advocacy, academic support, and information/referral services to youth who are experiencing or at risk of becoming homeless. Work in collaboration with district homeless liaisons, and county and community agencies in coordinating services, trainings and technical assistance on behalf of homeless youth. This is an 11 month position.

Examples of Duties

As directed by the program coordinator, assists or takes the lead in case management for assigned homeless students, primarily within the court/community school program; assesses student/family needs and monitors the effectiveness of interventions and supports; keeps coordinator 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 homeless liaisons and other local youth service providers; assists in development and facilitation of trainings; assists with community development activities to increase the availability of services to local youth and families; protects agency, employee and client confidentiality and safety; attends relevant meetings pertaining to homelessness 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 tech or similar service. For those without two years of experience, additional education such as a Bachelor's degree in social work, education or similar may be substituted. Applicants must possess a valid CA driver's license and have access to a reliable vehicle to perform certain tasks related to this position.

Knowledge of:

- California laws and school policies pertaining to youth in the public school system;

- Social models of intervention; crisis intervention, family and ecological systems and counseling theories/approaches
- Local services relating to homeless youth and families
- Career paths and future educational opportunities for students

Ability to:

- Read and comprehend laws, rules and regulations;
- Work well with students of varying ages, family members, and multi-agency personnel;
- 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 audiences;
- 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;
- Manage task priorities to meet deadlines;
- Adapt to changing work demands
- Communicate effectively via telephone, computer modem and in person.
- Use appropriate software including Outlook, Word and Excel;
- Initiate recommendations regarding programmatic or operational improvements when the need arises;
- Communicate with tact and courtesy;

Range: 34

Personnel Commission Approval: March 11, 2014