



Job Title: School Social Worker (Homeless Liaison)

Salary Schedule: Instructional

Pay Grade: Instructional

Job Code: 309464

JDE: S-8.06

MAJOR FUNCTION:

Strengthen the District's mission by providing services which enhance home, school, and community partnerships for homeless youth and their families. Actively address the unique barriers of homeless and/or unaccompanied students that interfere with academic performance and student achievement by providing services and assistance to homeless students and their families in accessing appropriate educational and community resources. Help homeless students and families with attendance, learning, college and career readiness, and behavior concerns. Serve as local Point of Contact for homeless students and their families in compliance with State and Federal legislation.

MINIMUM QUALIFICATIONS:

- Master's degree with a graduate major in social work, or closely related field, from a program accredited by the National Council on Social Work Education or accredited in accordance with the provisions of Rule 6A-4.003.
- Valid certificate in School Social Work or Valid Florida Social Work License through DOH.
- Experience providing supports and services to homeless youth and their families and coordinating with relevant community agencies and stakeholders to support student success.

Relevant work experience or education may be substituted to satisfy minimum qualifications.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Clear and concise oral and written communication skills; analytical, mathematical, organizational, and prioritization skills; flexibility and adaptability in dealing with rapidly changing priorities and demands.
- Knowledge of McKinney-Vento, ESSA, Title IA, Title IX, Title IV, and all relevant State and Federal laws pertaining to the education of homeless students and their families.
- Knowledge of and the ability to interpret and enforce pertinent regulations, policies, and procedures for the functional area of assignment.
- Knowledge of and experience using multiple project management tools and methodologies.
- Knowledge of State and Federal grants, including compliance, reporting, and budget.
- Knowledge of HIPAA, Public Records, Sunshine Law, FERPA, and other laws/regulations related to student and employee privacy, public information, and records retention.
- Ability to communicate technical information to technical and non-technical personnel.
- Ability to deliver high-quality customer service in a timely and professional manner.

REPORTS TO:

Director, School Psychological and Social Work Services or Designated Administrator

ESSENTIAL JOB FUNCTIONS:

- Serve as a liaison between home, school, and community for students and families experiencing homelessness.
- Advocate between multiple community agencies for children ensuring that students' and families' rights are observed.
- Provide interventions to students and parents identified as homeless to discuss issues related to non-attendance and develop a plan of action.
- Assist schools and the Department in following Board regulations for excessive absences and truancy; attend truancy intervention meetings for homeless youth, and court proceedings when necessary.
- Serve on the Child Study Team at each school to assist homeless students experiencing attendance, academic, social, emotional, and/or health problems.
- Participate in meetings with local school personnel, parents, and appropriate community agency staff to provide coordinated evaluation, planning, and service delivery to homeless and unaccompanied youth.
- Facilitate the delivery of academic tutoring supports, including SAT and ACT test preparation, for eligible homeless students.
- Conduct home visits as a method to access the student and family to offer support and resources in response to school referrals.
- Provide individual and/or group counseling to homeless and unaccompanied students and their parents/guardians to support academic success and school stability.
- Serve on community boards, groups, or task forces to coordinate delivery of services and supports for homeless students and families.
- Conduct interviews to acquire social developmental information as needed for special education referrals.



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- Analyze data, identify trends, and report findings to implement best practices for supporting academic success of homeless students.
- Utilize community resources to serve family and student needs.
- Encourage an understanding of, and sensitivity to, the unique challenges faced by homeless students.
- Ensure compliance with multiple State and Federal grants and funding sources, complete and submit timely grant reports, and maintain accurate records of services, inventory, and associated data for homeless and unaccompanied youth.
- Participate, in collaboration with multiple district departments and community stakeholders, in submitting grants for homeless student services.
- Maintain complete, up-to-date, and accurate records as required by law, policy, and administrative regulation.
- Collaborate with community agencies and other resources to meet homeless student needs; refer families to agencies when appropriate.
- Complete Best Interest Determinations for homeless and unaccompanied students, and facilitate School Stability meetings to ensure academic success of homeless students.
- Coordinate within and between counties to facilitate school-of-origin transportation requests as required by federal law.
- Create, update, and implement practices and policies for supporting homeless students and their families.
- Provide Professional Development to District staff on topics related to the academic success of homeless youth.
- Certify unaccompanied youth as required by Florida Department of Children and Families (DCF).
- Order and maintain resources for students, such as school supplies and tutoring materials, within grant and budget guidelines.
- Adhere to the National Association of Social Workers (NASW) Professional Code of Ethics.

OTHER JOB FUNCTIONS:

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

EXERTION TYPE:

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	10%
<input checked="" type="checkbox"/> Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<input checked="" type="checkbox"/> Crawling	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> Crouching	Bending the body downward and forward by bending leg and spine.	10%



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<input checked="" type="checkbox"/> Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	30%
<input checked="" type="checkbox"/> Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	80%
<input checked="" type="checkbox"/> Grasping	Applying pressure to an object with the fingers and palm.	40%
<input checked="" type="checkbox"/> Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> Kneeling	Bending legs at knee to come to a rest on knee or knees.	10%
<input checked="" type="checkbox"/> Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	10%
<input checked="" type="checkbox"/> Pulling	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	10%
<input checked="" type="checkbox"/> Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%
<input checked="" type="checkbox"/> Reaching	Extending hand(s) and arm(s) in any direction.	30%
<input checked="" type="checkbox"/> Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	20%
<input checked="" type="checkbox"/> Seeing	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> Sitting	Particularly for sustained periods of time.	70%
<input checked="" type="checkbox"/> Standing	Particularly for sustained periods of time.	10%
<input checked="" type="checkbox"/> Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
<input checked="" type="checkbox"/> Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	90%
<input checked="" type="checkbox"/> Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%

TERMS OF EMPLOYMENT: Work year and salary as established by the Board and the TALC bargaining unit through the collective bargaining process.

DAYS PER YEAR: 196, 216, 226, 255

FLSA STATUS: Exempt

BARGAINING UNIT: TALC

WORKER'S COMP. CATEGORY: 8868 – School Professionals

BOARD ADOPTION: 8-8-23

REVISED: COMPENSATION & LABOR RELATIONS WILL COMPLETE

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Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job-related.