



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION SPECIALIST-FOSTER/HOMELESS PROGRAM

DEFINITION:

Under supervision of the Assistant Superintendent, Administrative Services, this position will perform a variety of specialized duties providing resource information, technical assistance, program development and support to school districts, Tehama County Department of Social Services and other community agencies to promote school stability and college and career readiness for foster/homeless youth in Tehama County.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

- Plan, organize, and coordinate prevention activities and presentations, including trainings, workshops, and conferences.
- Serve as a point of contact and resource between school staff, social workers, partner agencies, outside organizations and the public concerning foster youth and homeless services.
- Foster relationships between the districts, community organizations, county office, and public agencies to provide opportunities for the youth of Tehama County.
- Provide technical support and assistance to school staff, social workers, partner agencies, staff and the community concerning services; respond to inquiries and provide information concerning related standards, requirements, processes, services, practices, resources, policies and procedures.
- Maintain required documentation of project services, activities, accomplishments and program records.
- Plan, monitor, report and revise annual budget as needed.
- Collaborate with partner agencies and local resources and services in maintaining caseload and meeting the needs of identified students; establish and maintain contact with partnerships with outside agencies to facilitate and enhance support, resources and services for students.
- Research, compile and evaluate a variety of information concerning services, programs, laws, codes, policies and procedures related to foster and homeless youth.
- Communicate and exchange information with county office staff, students, school site personnel, and various outside agencies to resolve issues or concerns.
- Engage and provide technical assistance and training to school personnel, parents, and community members in foster youth and homeless programs.
- Provide CDE with information and data around grant implementation and annual evaluation reports including budget revisions, as needed.
- Select and evaluate various educational and informational materials and programs.
- Participate in collaborative meetings and committees to benefit school-aged youth.
- Travel to multiple sites to provide services to school staff, social workers, community partners, businesses, and participate in meetings.
- Gather information and analyze data for the purpose of evaluating and adjusting programs when necessary in accordance with funding program requirements.
- Attend statewide stakeholder meetings as needed.
- Drive frequently for department business.



Tehama County Department of Education
Job Description
Specialist-Foster/Homeless Programs

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in health related or social services field preferred.
- Two (2) years paid or volunteer experience providing service in community programs, serving at-risk youth populations, facilitating groups, public speaking, and prevention.
- Coursework or training in prevention philosophy, youth development, substance abuse, or case management.
- Related college level education and/or experience may be substituted on a year for year basis. Experience beyond the requirement may also be substituted on a year for year basis for up to two (2) years of education.
- Valid California driver's license and evidence of insurance.

KNOWLEDGE OF:

- Data collection and reporting.
- Educational and social programs, services, resources, standards, requirements and procedures related to students and families involved in the Foster Care system or experience homelessness.
- County, State and federal standards and requirements governing assigned programs and services.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
- Special needs of families and students involved in the Foster Care system or who experience homelessness.
- Scheduling and facilitation of group meetings including school site personnel, parents, districts, and county office staff.
- School finance and budget monitoring procedures and operations.
- School finance and budget monitoring procedures and operations.
- Computer applications related to the work including word processing, database, spreadsheet software and web-based programs.
- Preparation, monitoring and reporting techniques (fiscal and student activity data).

ABILITY TO:

- Maintain confidentiality.
- Understand and apply principles, methods, procedures, and strategies utilized in the development of a comprehensive program designed to reduce and/or prevent problems associated with high-risk behavior among children of school age such as drug, alcohol, tobacco use, violence, teen pregnancy, obesity, mental illness and unintentional injury prevention.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Communicate effectively in oral and written form.
- Speak, read, and write appropriate English.
- Understand and carry out oral and written directions with minimal accountability controls.
- Establish and maintain cooperative working relationships.



Tehama County Department of Education
Job Description
Specialist-Foster/Homeless Programs

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent

HRS Office Use Only

Created: April 19, 2019 Revised: July 15, 2021

APPROVED

Print Name: Chinny Clawson Title: Director, Human Resource Services

Signature: *Chinny Clawson*

Date: 7/15/21