

McKinney-Vento Homeless Education Program
Job Description

Job Title: Homeless Liaison

Department: McKinney-Vento Homeless Education Program

Accountability: McKinney-Vento Liaison and Student Support Services

Job Summary: Provide services to the children and youth in the McKinney-Vento Program to help them overcome obstacles and barriers to receiving an education and to assist family with social service needs.

Duties and Responsibilities

1. Understand all federal guidelines as they pertain to the eligibility of children and provision of services for the McKinney-Vento Homeless Program.
2. Understand and have knowledge of the McKinney-Vento Act
3. Coordinate with designees, social workers and school staff in the district to assist homeless students with obtaining documents necessary to enter school
4. Coordinate with designees, social workers and school staff to assist with services and supplies that benefits children, youth and families
5. Monitor attendance and truancy of homeless students
6. Assist with medical needs i.e., glasses, immunizations, dental and mental health that impairs school performance
7. Check on enrollment records, and identify support needs, if Spec Ed –assist with IEP’s and with parent/guardian questions. Advocate for the child if the evaluation process needs to be implemented
8. Contact the school social worker and assist with uniforms and clothing. Supply parent rights, back packs, so that student socially blends in with other students in their school
9. Assist with placing children in tutoring, mentoring or after school programs
10. Assist parents in motels or doubling up with referrals for food, clothing, and shelter
11. Network with community agencies to provide appropriate referrals to agencies, organizations, housing and health care
12. Assist families with resources and services to overcome homelessness
13. Advocate and expedite services for our homeless population
14. Provide the shelters with educational resources and information regarding school district resources
15. Utilize crisis intervention skills, case management and community resources knowledge to support the family to move toward greater family stabilization for better school performance when possible
16. Provide appropriate referrals to Child Protective Services as designated by law and school board policy
17. Maintain documentation on all services provided to children and youth