

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Homeless Liaison Site Representative

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 208 days per year, one (1) hour per day.

JOB GOAL: To assist the District Homeless Liaison in supporting the needs of the homeless student population, and ensuring the delivery of mandated services to facilitate the students' attendance and access to an appropriate education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor.

1. Provides families with information related to the needs of their child and acts as a resource to parents/guardians by providing family support activities and communicating available services.
2. Conducts training to school staff on school laws as they relate to the homeless student population and recommends strategies for supporting the needs of these students.
3. Maintains necessary records to prepare related reports while ensuring confidentiality of students and their families.
4. Models nondiscriminatory practices in all activities.
5. Assesses students and families, and monitors students' progress.
6. Attends meetings and training pertaining to the position, and stays informed of educational and related services.
7. Distributes materials, tutoring supplies, clothing, etc. to the schools to promote student achievement.
8. Promotes positive public relations and deals tactfully and diplomatically with administration, district staff, co-workers and public.
9. Ensures that parents/guardians are informed of educational and related opportunities that are available to their children to provide meaningful opportunities to participate in their children's education.
10. Treats sensitive NCS D information with the appropriate confidentiality.
11. Posts the educational rights of homeless children and youth in all schools and communities to establish familiarity with programs, services, and required processes.
12. Provides assistance to families to obtain the necessary immunizations, or medical records for student's school enrollment.
13. Provides outreach to community service providers to disseminate relevant publication, presentations, and announcements.
14. Provides training for parents to establish familiarity with programs and services.
15. Refers enrollment dispute resolution cases to appropriate district personnel to ensure appropriate placement of homeless students.
16. Provides access for homeless families and students to educational, health, mental health, dental and other services for which they are eligible.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Ability to communicate effectively, both orally and in writing, with parents, schools, community members.
2. Ability to display tact and courtesy, set priorities, and work as part of a team.
3. Ability to work with diverse individuals and/or groups.
4. Knowledge of community resources that provide pertinent social programs and other human resource assistance.
5. Knowledge of grant-processes and procedures preferred.
6. Specific skill-based competencies, such as operating standard office equipment, planning and managing projects, preparing and maintaining accurate records.
7. Flexibility to work independently with others in a wide variety of circumstances.

8. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
9. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
10. Recognizes and reports hazards, and conforms to safety standards as prescribed.
11. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
12. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

POSITION REQUIREMENTS

Education, Training, and Experience:

1. High School Diploma or equivalent

Licenses and Certifications:

1. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCS D Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Sedentary/light-exert force 10 to 25 lbs., occasionally or a negligible amount of force to lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities. Requires mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time.

Vision: May require frequent near acuity to read printed materials, VDT screens and/or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from district facilities and exposure to low/moderate noise intensity levels.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment). May be required to diffuse threatening situations/confrontations.

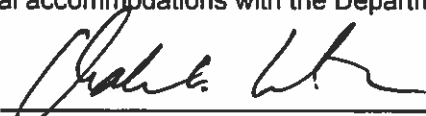
Working Conditions: Office or suitable workspace with desk, telephone and supplies necessary to carry out functions of position description.

Equal Opportunity Employer

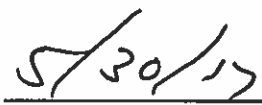
Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 

Superintendent



Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____