

JOB TITLE: COMMUNITY LIAISON

QUALIFICATIONS: Bachelor's Degree in Social Work, Psychology, Sociology, Counseling or Related Field; Master's Degree Preferred; Two (2) years of experience working with adolescents and/or families within a school setting.

REPORT TO: Supervisor of Child Welfare and Attendance

JOB GOAL: To conduct truancy prevention and intervention programs.

MAJOR DUTIES & RESPONSIBILITIES

- Participates in School Building Level Committee meetings and accepts referrals for students with attendance and school engagement concerns
- Conducts home and school visits with truant students and their families to gather information and assess obstacles to school attendance
- Makes recommendations to truant students and their families for alleviating truancy
- Provides information to students and their families regarding legal consequences of continued truancy
- Assesses psycho-social and other factors influencing truancy and refers students and their families to various social services agencies and related community resources for assistance and/or treatment
- Manages assigned caseloads to ensure compliance with treatment plans
- Monitors attendance and progress of truant students
- Conducts follow-up assessments and refers non-compliant truant students to appropriate community agencies or enforcement officials
- Documents case files and updates databases
- Prepares narrative and statistical reports, documents, and correspondence regarding status of truant student and testifies in court as needed
- Acts as community liaison for truancy programs
- Conducts positive reward programs for students with good attendance
- Performs special projects as required
- Coordinates, plans, and implements attendance improvement, attendance recovery and student engagement in-service workshops for faculty, staff, administration, and community agencies
- Performs other related responsibilities as assigned

REQUIREMENTS OF WORK

- Bachelor's Degree in Social Work, Psychology, Sociology, Counseling or Related Field; Master's Degree Preferred.
- Two (2) years of experience working with adolescents and/or families within a school setting.

Community Liaison

- Ability to: assess social service needs of clients, interview a variety of people with diverse socio-economic backgrounds and temperaments
- Plan, develop, and implement service plans
- Motivate clients to achieve social functioning goals
- Identify and make referrals to community resources
- Learn, apply, and explain complex laws, regulations, and policies
- Work independently
- Determine the appropriate course of action in emergency or stressful situations
- Integrate program objectives with departmental goals
- Organize and prioritize work assignments
- Maintain accurate records and documentation
- Deal firmly and fairly with clients
- Maintain confidentiality of information
- Use a personal computer and related software
- Extensive knowledge of various school and community programs and requirements.
- Ability to manage multiple tasks simultaneously while ensuring fidelity of program implementation.
- Ability to establish and maintain effective working relationships with school officials, administrators, subordinate staff, other school district employees, representatives of state and federal agencies and the general public.
- Ability to communicate effectively, both orally and in writing.

TERMS OF EMPLOYMENT

Division: Administrative
Pay grade: 6
Days Worked: 203

The above statements are intended to describe the general purpose and responsibilities assigned to this and are not intended to represent an exhaustive list of all responsibilities, duties and skills required.

APPROVED BY: _____ DATE: _____

REVIEWED & AGREED BY: _____ DATE: _____

WORKING CONDITIONS

The following physical demands/environmental factors are representative. While the general working conditions are not exhaustive; the information is intended to inform all parties. These are not designed to deprive anyone of his/her rights under any state or federal law.

Community Liaison

Physical Demands/Environmental Factors:

Lifting (light, under fifteen (15) pounds)

Carrying (light, under fifteen (15) pounds)

Ability to use personal computer

Walking (across all district campuses)

Frequent prolonged and irregular hours

Frequent travel within the parish; occasional travel outside of the parish

Reaching

Sitting

Oral/aural communication

Driving