

Alpena Public Schools

Employee Job Description

Position Title: **McKinney-Vento, Homeless Advocate**

Department: McKinney-Vento Act Grant

Reports To: McKinney-Vento Grant Coordinator

SUMMARY: The Homeless Advocate will serve the school districts of Alpena, Alcona and Montmorency Counties as an advocate for homeless students specified in the provisions of the McKinney-Vento Education Act.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conducts training for building-level and district-level staff across the consortium to identify students for services.
- Facilitates the educational continuity of homeless students through immediate enrollment.
- Monitors attendance and reports problems to the M-V Grant Coordinator.
- Coordinates the delivery of educational and related community services for homeless students.
- Coordinates the provision of services and items such as transportation, clothing, food, etc. to meet immediate needs of homeless students and families.
- Maintains accurate, current, and complete records of homeless students and the services provided to each one according to McKinney-Vento legislation and as required for the annual grant report.
- Maintains contact with representatives of state and community agencies, organizations, and groups who work with low-income and homeless families and youth to coordinate, collaborate, and plan for the M-V Homeless Education Program in the district, region, and consortium.
- Attends State professional development conference(s) for homeless liaisons, as well as regional training sessions and meetings for the grant consortia.
- Willing to travel to the consortium buildings to support their needs as needed.
- Maintains integrity of all confidential information.
- Stays current on procedures and referral information for services available to low-income and homeless families with the city/community and county.
- Maintains reports of homeless services and expenditures.
- Reviews email communications regularly and responds as needed.
- Meets with students and parents at various times and locations.
- Performs other duties as assigned.

PERSONAL AND PROFESSIONAL CRITERIA:

- Ability to communicate professionally and effectively with children and parents/guardians in "crisis mode" in order to determine their status and their immediate and long-term needs.
- Ability to provide positive, non-judgmental emotional support to homeless students and families during a traumatic time in their lives.
- Ability to build a trusting relationship with homeless students and parents/guardians that goes beyond housing status and continues after a housing crisis is resolved.
- Ability to communicate professionally, effectively and confidentially with other school staff, regarding the status and needs of homeless students and families (with appropriate parent and/or student permission).
- Ability to prioritize multiple demands effectively and organize supports for prompt action.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Associate degree and one year of previous experience in related field is required.

LANGUAGE SKILLS:

Ability to read and interpret documents such as eligibility forms, operating instructions, and grant requirements. Ability to write reports and correspondence. Ability to speak effectively to participants and staff.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide all units of measure, using whole numbers, fractions, and decimals. Ability to compute rate, ratio, percent, and to draw and interpret bar graphs. Knowledge of accounting principals preferred.

REASONING ABILITY:

Ability to apply understanding to carry out instructions furnished in written, oral or diagram form. Ability to solve problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to operate a personal computer, chromebook or similar device. Ability to work as a team member and develop effective working relationships with participants, staff, and agency/community members. Ability to work with children. Ability to communicate clearly and concisely, both orally and in writing.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk (on level and unlevel ground), sit, climb stairs, talk or hear, and work on a computer for extended periods of time. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. The employee must be sufficiently mobile to effectively supervise and assist with students. The employee must be able to escort students and, after proper training, restrain students in an emergency situation. The employee is required to be computer literate and to have the energy to deal with multiple demands. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day. Duties are normally performed in a school office or classroom environment. Duties may be occasionally performed on trips away from school, where noise level may vary.

The employee shall remain free of any alcohol or non-prescription controlled substance use and/or abuse in the workplace throughout his/her employment in the District.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.