



McKinney-Vento Case Worker

Job Details

City Schools (Part-Time)

Job Description

This McKinney-Vento Advocate/case worker will work directly with Programs Manager, County Schools Liaisons, the youth, their families, and community partners.

Part-Time \$15/hr.

Basic Responsibilities

- To receive and process referrals from school personnel, social services organizations, and from the community at large.
- To be informed about the resources available to assist youth and families and to refer clients to those resources or other IYS programs.
- To establish and maintain consistent contact with troubled or homeless/in transition youths.
- To complete paperwork as required to maintain the tracking and database system, and miscellaneous tasks relating to the development and operation of the program.
- Input data on the spread sheets
- To continue making follow-up contacts with the youth/families as necessary until their situation is as stabilized as possible.
- To assist youth/family in needed services with community in order to help eliminate barriers in their receiving an education (i.e., medical appointments, transportation, housing assistance, referrals, counseling services, etc.)
- To comply with agency policies and procedures as presented in writing or verbal instruction from either the outreach Programs manager or the Executive Director.
- To provide transportation services for program participants when possible and as considered necessary.
- Track non-school aged children.
- Other duties as assigned.

Qualifications

- To have a cleared criminal history check.
- To have a Valid Oregon driver's license and acceptable driving record during the last three years, and reliable transportation.
- To have experience/knowledge concerning at-risk youth and their families.

- To be familiar with the workings of the school districts, their policies and procedures.
- To have the ability and experience of providing leadership, inspiration and modeling positive social and moral Values and methods of working with youth/families/and IYS staff.
- To have good communication skills and ability to work effectively and maintain relationships of trust with youth, people, agencies, and businesses in the community.
- To have the ability to communicate clearly and concisely in both written and verbal.
- To be able to work independently of immediate supervision, being self-motivated and have a good decision-making ability and problem-solving skills.
- To be able to work as a team member seeking to work with other programs within and outside of the agency.
- To have the ability to work with youth/families in crisis situations.