

Position:	Parent Support Specialist/Homeless Liaison
Reporting Relationship:	RRWES, MTSS Coordinator, Superintendent, Principal
Employment Type:	At-Will/Hourly GRANT FUNDED
Name of Employer:	Release & Refresh Women's Empowerment Series, Inc. (RRWES)
Length of Assignment:	Part-time 25 Hrs. per week
Criminal Background Check:	Yes

THIS IS A PART-TIME POSITION AND DOESN'T COME WITH HEALTH INSURANCE BENEFITS OR PAID TIME OFF.

Supervisory Responsibilities: This position does not have supervisory responsibilities.

Position Summary:

This position is on-site and serves as one of the primary contacts between GWCA homeless and high needs students and families, school staff, district personnel, shelter workers and other service providers. This position coordinates services to ensure that homeless children and youths enroll in school can succeed academically. **This position is also responsible for outreach and solicitation of donations, free services from Community Partners and identifying new Partners.**

Primary Tasks:

The Parent Support/Homeless Liaison is the central contact for GWCA staff, family, and students in the coordination of resources and information and will act as a liaison with the school social worker and other school staff to ensure student and parent needs are met to remove barriers that interfere with student success. The Parent Support Specialist/Homeless Liaison is an Advocate for all GWCA McKinney-Vento Homeless and high needs students. **You will receive extensive training on the McKinney-Vento Act, (MV) and all aspects of this position as listed below:**

- Homeless children and youths are identified by GWCA personnel through outreach and coordination activities with other entities and agencies.
- Homeless children and youths are enrolled in and have full and equal opportunity to succeed at GWCA.
- Monitor student attendance in PowerSchool.
- Weekly GWCA Homeless student/family phone check-ins to assess their needs and determine actions needed.
- Homeless families and homeless children and youths have access to and receive educational services for which such families, children, and youths are eligible, including services through Head Start programs (including Early Head Start programs), early intervention services under Part C of the IDEA, and other preschool programs administered by GWCA.
- Parents and guardians and unaccompanied youths are fully informed of all transportation services, including transportation to and from the school of origin and are assisted in accessing transportation services in coordination with GWCA.
- Homeless families and homeless children and youths receive referrals to health, dental, mental health, and substance abuse services, housing services, and other appropriate services.
- Homeless students have resources including clothing, uniforms, etc. This means

ordering uniforms and other clothing and keeping track of and updating inventory. Meet the needs of GWCA high needs students with uniforms, coats, etc.

- Purchase and Coordinate bus ticket collection and distribution as needed. (**You will Be provided with a company Credit Card**).
- Coordinate collection and distribution of clothing for Homeless and High Needs students including donations, purchasing, and storing of clothing.
- Parents or guardians of homeless children and youths are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
- Public notice of the educational rights of homeless students is disseminated in locations frequented by parents and guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians and unaccompanied youths.
- GWCA Homeless Resource Guide is regularly updated with resources for Homeless Families and all Homeless Families/GWCA have a copy of the Guide.
- Enrollment disputes are mediated in accordance with the requirements of the McKinney-Vento Act.
- Work with your RRWES Supervisor to develop relationships with the Michigan Department of Housing and other agencies to assist our families in obtaining Section 8 and/or low-income housing.
- Conduct annual McKinney-Vento training for GWCA teachers and staff.
- Increase the number of community partners for the Academy by soliciting businesses, organizations, foundations, non-profits, and retail outlets to donate to the Academy to remove barriers for families i.e., clothing donations, coats, uniforms, adoption for holidays etc.
- Consistent research and review of available resources for GWCA as well as staying current on trends, and best practices for the Homeless Liaison.
- Consistent review of information from organizations serving the Homeless Liaison and Homeless Education and schools including but not limited to the Michigan Department of Education, National Center of Homeless Education, Wayne-Resa, and Wayne/Metro.
- Establish relationships with Wayne-Resa staff pertaining to McKinney-Vento and the role of the Homeless Liaison in the GWCA School District.
- Solicit donations of time and resources to support student activities, academy resources for academic and extracurricular programs.
- Oversee school projects such as, but not limited to, student uniform drive, Adopt a Child/Family, Adopt-a-Child for Christmas, Thanksgiving turkey giveaways, Mobile Dentist, The Goodfellow Drive, ongoing internal/external food drives.

Requirements:

1. College degree preferred, not required.
2. Excellent computer and typing skills are required.
3. Extensive Experience with Google Docs/Forms/etc.
4. Experience in Data entry and reporting.
5. Experience in independently preparing reports and correspondence.
6. Excellent people skills and experience in working effectively with administrators and other staff personnel.
7. Excellent verbal and written communication skills.
8. Ability to work with diverse groups of people in non-traditional settings.
9. Experience working with youth and parents preferred, not required (**other experience may be considered**)

Demonstrate the ability to:

1. Professionally communicate clearly both verbally and written.

2. Write reports, business correspondence, emails etc.
3. Effectively present information and respond to questions from Homeless Families, administrators, staff, and the public.
4. Be flexible in responding to the needs of our Homeless Families and other students in need.
5. Multi-tasking is essential.
6. Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
7. Possess excellent oral and written communication skills and interpersonal relationship skills.
8. Possess effective telephone technique. Ability to operate general office equipment.
9. Possess knowledge of department organization, methods, standards, and practices (standard business practices, methods, and procedures).
10. Ability to maintain confidentiality; possess unquestionable integrity. Ability to work independently with minimal supervision.
11. Ability to understand and carry out complex oral and written instructions.
12. Ability to prioritize multiple tasks, work under stress, meet deadlines, and take direction. Ability to work with frequent interruptions.
13. Ability to establish and maintain an efficient filing system to retrieve information in a timely manner.
14. Establish and maintain effective working relationships with administrators and co-workers.
15. Perform general operations, which require the exercise of judgment based upon knowledge gained through experience.
16. Perform duties with awareness of all district requirements and Academy Board policies.
17. Be flexible on-site with workspace.

Required Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with compassion. The requirements listed in this position description 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.

Disclaimer: This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. It is not intended to limit, or in any way to modify the right of any supervisor to assign, direct, or reassign duties and responsibilities to this job at any time. The use of a particular illustration shall not be used to exclude non-listed duties of similar kind or level of difficulty.

An Equal Opportunity/Affirmative Action Employer

It is the policy of George Washington Carver Academy that no person shall on the basis of race, religion, color, national origin, sex, age or disability be excluded from participation and be denied the benefits, or be subjected to discrimination under program or activity and in employment, further the George Washington Carver Academy Board of Directors strictly adheres to the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and all Michigan Department of Education policies and regulations prohibiting discrimination.

Employee Printed Name: _____

Employee Signature: _____ Date: _____

Human Resources Signature _____ Date: _____