



Family Outreach Coordinator

SUMMARY: Under basic supervision, coordinates the educational needs of at-risk students with the Mandan Public School (MPS) services provided by the McKinney-Vento Homeless Assistance Act of 1987 (MVHAA).

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Serves as liaison between MPS and students/parents in the homeless population of the community; meets with families to facilitate understanding of societal factors in the home and school which affect students' educational performance.
- Performs outreach activities to the homeless population in the community to explain MVHAA program goals, objectives, and benefits; conducts home visits as needed.
- Coordinates meetings with students, parents, and teachers to identify and discuss educational and social concerns and program opportunities and develop plans to enroll students and reduce barriers to educational opportunities.
- Performs outreach services to identify homeless students and families; works with families to enroll children in school and develop plans to continue educational opportunities
- Assists MVHAA families with grant-funded resources, and access to community services, transportation options, and family assistance programs; works with community agencies to deliver assistance to needy families.
- Maintains records according to funding agency standards, including enrollment, attendance, assessment, and performance data.
- Maintains case files on students in the program, and acts as advocate for students and families.
- Collects and compiles program participant data for reports to funding agency.
- Plans, organizes, and manages MVHAA events.
- Creates and monitors MPS policies and practices to assure compliance with MVHAA regulations.
- Maintains MPS requirements for professional integrity, ethics, and confidentiality.
- Supports the relationship between the Mandan Public Schools and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and School staff; maintains absolute confidentiality of work-related issues, client records, and School information; follows compliance rules governing child abuse; performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

Bachelor's Degree in Education, Social Services, Public Administration, or related field; AND three years experience in public education support programs, preferably with at-risk students; OR an equivalent combination of education, training and experience.

Knowledge of:

- MPS policies and procedures.
- Rules and regulations of the North Dakota Department of Education and other governing agencies.
- Rules and regulations of the McKinney-Vento Homeless Assistance Act of 1987 (42 U.S.C. § 11301) governing the provision of services to the homeless population.
- Local community resources, regional community services programs, and regional training programs.
- Record keeping and file maintenance principles and procedures.

Skill in:

- Understanding and applying program standards, public sector grant program procedures, applicable federal and state rules and regulations, and MPS policies and procedures.
- Using initiative and independent judgment within established procedural guidelines.
- Coordinating and administering educational and school support programs.
- Preparing, reviewing, and presenting management reports for grant-funded programs.
- Identifying problems and opportunities, and facilitating the development of solutions.
- Establishing and maintaining effective working relationships with co-workers, clients, advocates and representatives from community groups and government agencies.
- Operating a personal computer utilizing standard and specialized software.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid North Dakota State Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment.