Department of Education
Carmen Fariña, Chancellor

NEW YORK CITY DEPARTMENT OF EDUCATION

2015-16 FAMILY WORKER POSTING # 04
DATE POSTED: 01/07/2016
DATE DUE: 01/21/2016

Position: Students in Temporary Housing (STH) Family Worker
Organization: Division of Operations
Office: Office of Safety and Youth Development - Various Shelters

DISTRICT 30

Position Summary: Reporting to the borough-based STH Content Expert(s), the STH Family Worker will serve as an integral member of the STH team and will assist in providing support services to students/families residing in temporary housing facilities and doubled up situations. In collaboration with the STH Content Expert(s), and school staff, the STH Family Worker will assist with school enrollment, school transportation, and will monitor the attendance of all STH students. He/she will assist in recruiting STH parents for services and activities intended for them, and will facilitate extended day activities for STH children and youth. The Family Worker will ensure program compliance with the federal McKinney-Vento Homeless Assistance Act and Chancellor's Regulation A-780. Performs related work.

Reports to: STH Content Experts in the Office of School and Youth Development borough office

Direct Reports: N/A

Key Relationships: The STH Family Worker will liaise between schools, parents/guardians, students and shelters in order to meet the educational needs of STH students. The STH Family Worker works closely with temporary housing personnel, STH Content Experts, STH Program Managers, central STH staff, and participating CBO partners.

RESPONSIBILITIES

- Identifies and interviews all STH families and students, which includes but is not limited to, conducting intake and move-out interviews, distributing and collecting questionnaires, and maintaining intake and move out logs utilizing ATS.
- Informs all STH families, students and unaccompanied youth of their educational rights by distributing the McKinney-Vento Act literature (guides for parents/youth, brochures and posters).
- Assists STH families and unaccompanied youth with school enrollment and transfers, which includes but is not limited to, contacting school officials and Office of School Enrollment, and by assisting the STH family and unaccompanied youth obtain all necessary documents needed for enrollment.
- Conducts home visits, as needed to follow up on absent students (this may include home visits to serve the doubled up population not residing in shelters) and participates in systematic room checks and sweeps.
- Coordinates with schools and the Office of Pupil Transportation (OPT) in arranging transportation for students, which includes overseeing school bus pick up and drop off in shelters; Distribute, manage, and track all Metro cards issued to parents for the purpose of accompanying their children to school.
- Liaises between schools and parents in order to meet educational needs of STH children and youth (Special Education school teams, parent coordinators, nurses, guidance counselors/social workers, etc.).
- In collaboration with the STH Content Expert(s), monitors and improves the attendance of STH students on a daily basis and confers with attendance teachers or school based staff to provide interventions. Utilizes ATS to track attendance.
- Generates ATS reports to identify students and track attendance.
- Supports the STH Content Expert(s) with after-school programs in shelters and schools and liaises with CBO partners to achieve program goals.
- Assists in recruiting STH parents for activities intended for them, and facilitates extended day activities. In this capacity, supports parents in accessing DOE services such as the ARIS Parent Link.
- Acts a liaison between the school and shelter staff to better support families in temporary housing.
- Performs other duties as needed to fulfill the goals of the STH program.

QUALIFICATIONS

Minimum Requirements

High School Diploma

Preferred

- Demonstrated experience working with at risk and/ or special education population
- Demonstrated group management and organizational skills
- Proficiency with Microsoft Applications including Word, Excel and Outlook
- Expert-level ability with DOE Automate the Schools (ATS) database system
- Knowledge of DOE's Chancellor's Regulations pertaining to STH.
- Demonstrated ability to communicate effectively (written and verbal)
- Willingness to travel within and between boroughs as needed.
- Willingness to work some evenings and Saturdays as needed.

Anticipated Work Schedule: Monday-Friday 7 HOURS PER DAY

Salary: As Per Collective Bargaining Agreement

Application: Please send cover letter and resume, no later than **01/21/2016** to

Ms. Linda Wilson
STH Content Expert for Queens
NYC Department of Education
28-11 Queens Plaza North, LIC NY 11101
OR
Lwilson33@schools.nyc.gov

APPROVED: *Dr. Peter Ianniello*
Executive Director of Human Resources

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