

COMMUNITY OUTREACH COORDINATOR

430

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the coordination of Th McKinney Vento duties of the School District including but not limited to identifying students experiencing temporary housing issues, assisting families, coordinating enrollment of students in need, providing community outreach and connecting with resources. The work is performed under the general direction of a higher level supervisor with leeway allowed for the exercise of independent judgment in analyzing problems and rendering a variety of community outreach services.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Ensure that homeless youth are identified by school personnel through outreach and coordination activities with other entities and agencies;

Ensure that students are enrolled in school immediately;

Coordinate transportation to ensure students are able to attend school;

Interact and communicate with families, including home visits, to promote their involvement in their child's education;

Assist families completing forms and applications to receive services for health, housing and other needed services and submit referrals to early childhood programs if applicable;

Maintain a spreadsheet of McKinney Vento students and support received;

Prepare monthly reports for supervisor on services provided as required;

Post outreach materials in schools and community spaces;

Identify community stakeholders and establish and maintain collaborative partnerships with these

stakeholders;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the community resources within the school district; good knowledge of the local community and population; familiarity with interview techniques; familiarity with social service agencies available to assist students and families in the area; familiarity with health and social concerns and attitudes in the community; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to communicate effectively, both orally and in writing; ability to establish and follow oral and written instructions; ability to speak before groups effectively; emotional maturity; good judgment; tact; integrity; tolerance of differing points of view and beliefs.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents with an Associate's degree and one (1) year of experience in health services, social services, community services, or in an educational capacity; or
- (B) Graduation from high school or possession of a equivalency diploma and three (3) years of work experience in health services, social services, community services, or in an educational capacity.