



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Specialist, Foster Youth Services Coordinating Program

Class Code: 1650

Work Days: 225

GENERAL PURPOSE

Serve as a liaison between schools and the Orange County Social Services Agency and Orange County Probation Department to ensure the academic needs of foster youth are met; gather and assess foster youth's educational records and credits; and provide support to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. May exercise direct supervision over professional, technical, and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; and implement policies and procedures.
 2. Provide educational case management to foster youth and act as a liaison for foster youth regarding educational issues.
 3. Work collaboratively with school districts, social services, probation, and other community agencies to ensure educational supports and services are in place; and collaborate with program staff and community agencies and participate in multi-disciplinary meetings to develop appropriate vocational/educational plans.
 4. Obtain and review foster youth's education records; facilitate smooth transition and timely school enrollment for foster youth.
 5. Monitor youth's progress toward graduation requirements and educational and/or vocational goals; assess factors that may affect youth's progress; and identify and implement strategies to improve student learning and attendance.
 6. Facilitate trainings regarding foster youth and educational issues for staff and community partners; develop training materials.
 7. Provide technical guidance, coaching, and training to stakeholders involved in local foster youth services coordinating program services, including group homes, school districts, social services, juvenile halls, alternative education programs/schools, and others.
 8. Provide consultation and technical assistance to district liaisons and support accurate identification of foster youth in the district.
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9. Assist with conducting needs assessments, evaluations, and improvement cycles to enhance direct services provided by the Foster Youth Services Coordinating Program (FYSCP).
 10. Assist with coordinating services that aim to support FYSCP program objectives.
 11. Provide assistance to higher level management on a variety of projects.
 12. Participate in conferences and departmental meetings and serve as countywide educational representative as necessary to develop information for the enhancement of services for foster youth.
 13. Demonstrate attendance sufficient to complete the duties of the position as required.
 14. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Basic operations, services, activities, and guidelines of Foster Youth Services Coordinating Program.
2. Resources, programs, and agencies that support dependent youth.
3. Career and educational planning.
4. Community-based organizations, education agencies, mental health providers, and other local agencies providing services to foster youth and families.
5. Procedures, methods, and techniques of project and workflow management and organization.
6. Trauma-informed practices.
7. Case management.
8. Special education assessment process and continuum of services.
9. California Education Code, California Administrative Code, and the policies, rules, and regulations of the County Schools Office.

Ability and Skill to:

1. Plan, direct, and coordinate various projects.
2. Research, write, and gather data for program evaluations.
3. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
4. Establish and maintain effective working relationships with various constituencies.
5. Understand, interpret, and explain laws, codes, contracts, regulations, policies, and procedures.
6. Develop and present training materials.
7. Prepare clear and concise correspondence, reports, and other written materials.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. Effectively manage multiple projects, manage sensitive issues, and organize resources to meet goals and deadlines.
10. Communicate clearly and concisely, both orally and in writing, in English; and present information effectively in front of both large and small groups.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in human services, social work, psychology, counseling, or a related field and two (2) years of experience working with foster youth and/or at-promise youth on educational planning or case management; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee typically works in an office environment that is variably paced with moderate to high pressure.