

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Project Specialist I, Foster Youth Services Instructional Case Manager

DEFINITION

Under direction, establishes and maintains academic support, advocacy and service coordination for eligible foster youth served by Foster Youth Services (FYS). Performs other duties as assigned.

DIRECTLY RESPONSIBLE TO

Director, Foster Youth Services

SUPERVISION OVER

Professional, technical and clerical staff as assigned

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Provides academic support, advocacy and service coordination for eligible foster youth in Sacramento County, working with individual youth from elementary through high school; serves as educational advocate and mentor to assist foster youth to improve academic performance and graduate from high school; works as a member of a multi-agency team, including district and county FYS staff, foster parents, biological families, social workers, teachers, and others; assists in identifying students' academic needs and arranges for provision of necessary services, including tutoring, counseling, transition support, and career/vocational development; assists in tutoring as necessary; conducts home visits for program introduction and follow-up; helps students develop social, emotional and cultural skills, set short and long term goals and create a plan for completing high school; researches and connects foster youth to available community resources; accesses Foster FOCUS system to maintain accurate records of services provided, individual student progress, grades, transcripts, attendance, discipline, and other pertinent information; coordinates information sharing and data transfer between agencies serving foster youth; maintains strict confidentiality of student information and records; assists in planning, conducting, coordinating and evaluating FYS program activities; attend meetings and trainings; assists with preparation of program and evaluation reports.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Possession of a bachelor's degree or equivalent and a minimum of two years' work experience in educational or support services programs sponsored by education, government agencies or community-based organizations; formal education or experience in education, special education, social services, counseling, juvenile justice or related fields desirable; experience in the development, implementation and evaluation of successful programs for youth, including working with multi-agency teams desirable.

Knowledge of:

Public education systems; juvenile justice systems; current legislation governing educational services for foster youth and confidentiality requirements; community resources for foster youth and families; high school graduation requirements and college entrance information; basic content standards; agencies involved in serving foster youth, including Child Protective Services and Probation; unique educational needs of foster youth, issues and rights of youth in foster care; and standard software applications.

Skill and Ability to:

Communicate technical information effectively in both oral and written form; establish long-term mentoring relationships with students to improve their academic performance and personal outcomes; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; prioritize requests; organize, schedule and coordinate a variety of activities and projects; maintain accurate and up-to-date records; maintain cultural awareness and sensitivity to diverse populations; work independently, as well as in a team environment; utilize interactive databases, including entering and retrieving data; effectively transmit knowledge and skills to others; establish and maintain cooperative working relationships with students, foster parents, biological families, program staff, project partners, state program staff and others.

Other Characteristics

Possession of a valid California driver's license; willingness to work additional hours on occasion; willingness to travel locally using own transportation with mileage reimbursed.

Revisions Approved by Personnel Commission 2/8/11

Approved by Personnel Commission 2/13/07