

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Project Specialist II, Foster Youth Services, Family Court

DEFINITION

Under general direction, obtains and researches educational information regarding foster youth at the Sacramento Superior Dependency Court; facilitates communication and information sharing among project partners; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Project Specialist II is distinguished from the Project Specialist I by the extensive knowledge and experience required regarding school-based youth development and foster youth services programs and management of collaborative youth development programs. Further differences include more responsibility and decision making at a higher level than normally assigned to a Project Specialist I.

DIRECTLY RESPONSIBLE TO

Director, Foster Youth Services

SUPERVISION OVER

Professional, technical and clerical staff as assigned

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

Interviews parents, guardians, and youth at Child Protective Services (CPS) court detention hearing to obtain as much information as possible for education and health profile; researches missing educational information and records; coordinates information sharing and data transfer regarding children being released from parental care by Sacramento Superior Court in collaboration with Child Protective Services; creates or updates records in Foster Focus and CPS database for each child; follows up with social workers and schools regarding education information, health records, address and placement changes; attends meetings as directed; advocates for foster youth educational rights and responds to requests for information; delivers or coordinates other program services as necessary; assists department director with the preparation of reports and budgets.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Any combination of education, training and experience equivalent to a bachelor's degree from an approved institution; extensive experience working in programs related to youth and families sponsored by education, government agencies or community-based organizations with increasing levels of responsibility; successful experience working in K-12 programs; teaching, social work, or counseling experience is desirable; experience and training in the field may be considered equivalent to formal education; experience in the development, implementation and evaluation of successful programs for children and youth; working with multi-agency planning teams desirable.

Knowledge of:

The public education system; youth development concepts; child protective systems, and foster youth services systems; family court operations and policies; current laws and legislations governing educational services for foster youth; agencies involved in serving foster youth; community resources for foster youth and foster parents; appropriate program and fiscal management procedures to maintain an education-based program.

Skill and Ability to:

Plan, implement and monitor collaborative services for foster youth; develop program goals, set priorities, monitor expenditures, and work collaboratively; plan and conduct interviews with birth parents, foster parents, and foster youth; assist with data collection processes; use standard database software applications; communicate effectively in both oral and written form; read, interpret and apply applicable laws and legislation governing the program; prioritize requests; organize, schedule, and coordinate a variety of activities and projects; establish and maintain cooperative working relationships with foster families, program staff, project partners, and other agencies.

Other Characteristics

Possession of a valid California driver's license and/or able to provide own transportation in conduct of work assignments; willingness to travel locally.

Approved by the Personnel Commission 2/8/11