

SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: Project Specialist II, Outreach and Student Services**

**DEFINITION**

Under general direction plans, organizes, coordinates, promotes, monitors and evaluates health insurance outreach activities, pregnant and parenting teen programs, and other student services provided by the Prevention & Student Services (PASS) Department including MediCal/Healthy Families Outreach Project, Cover the Kids by 2006, California School-Age Family Education (CalSAFE) program and health and prevention services for foster youth as well as the general student population. Serves as lead planner and implementer for health insurance outreach activities. 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. Further differences include more responsibility and decision-making at a higher level than normally assigned to a Project Specialist I.

**DIRECTLY RESPONSIBLE TO**

Director II, Prevention and Student 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.)

Plans, organizes, coordinates, delivers, and monitors the health insurance outreach activities of the PASS department; prepares and disseminates resource materials for outreach activities of the department and its community partners; works collaboratively with community-based groups, including Cover the Kids by 2006, to help identify and insure eligible families and improve access to health insurance; works collaboratively with the medical community, businesses and public and private agencies to conduct health insurance outreach activities and help families maintain their health insurance coverage; plans, coordinates and convenes regular meetings of the countywide CalSAFE (teen parent program) committee; provides resources and information to district CalSAFE representatives; works with district partners to research and prepare the annual County CalSAFE Plan; serves as the program liaison to local, regional, and state agencies as assigned; establishes and maintains collaborative linkages with community agencies, businesses, and schools; works in collaboration with program staff to improve health, prevention and education services for foster youth and the general student population; ensures activities and services are based on sound research and coordinated with established data collection processes and procedures; plans; assists the 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 sponsored by education, government agencies, or community-based organizations; successful experience working in K-12 programs; experience in the development, implementation and evaluation of successful programs for children, youth and families, including planning and conducting workshops and working with multi-agency planning teams desirable.

**Knowledge of:**

The public education system, health insurance outreach activities, programs for parenting teens, youth development concepts and education services and programs for foster youth; research including practical experience with recommended approaches regarding programs for teen parents, foster youth and other identified populations; collaborative planning and marketing techniques; appropriate program and fiscal management procedures to maintain education-based programs.

Skill and Ability to:

Plan, implement and monitor ongoing health insurance outreach activities; develop program goals, set priorities, monitor expenditures, and work collaboratively; prepare and deliver presentations to recruit community partners; prepare and disseminate resource materials; communicate effectively in both oral and written form with youth and adults including local, regional and state program representatives; administer day-to-day operations of outreach and student services activities; assist with data collection processes; establish and maintain positive working relationships with program staff, project partners, and other clients; prioritize requests; organize, schedule and coordinate a variety of activities and projects.

Other Characteristics

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

Approved by the Personnel Commission 12-18-03