

Sacramento County Office of Education Job Description

Classification Title:

Project Specialist II, Foster Youth and Homeless Services, Program Liaison

DEFINITION

Under general direction plans, organizes, coordinates, promotes, monitors and evaluates the services and activities of the Foster Youth Services (FYS) program to improve the educational outcomes for foster youth; 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 and Homeless 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.)

Manages service delivery and program activities of Foster Youth Services including caseloads and assignments; plans, coordinates and implements services to eligible foster children and youth; oversees Title I student services for SCOE schools; maintains communication with districts and agencies about individual student issues; advocates for foster youth and responds to requests for information; ensures program activities and services are coordinated with established data collection processes and procedures; plans, conducts and coordinates program activities and training sessions related to the activities of the partners and direct program services; provides resources, technical assistance and training to project partners including district and local government personnel, as well as representatives of state agencies and other FYS programs throughout the state; may attend meetings of the Partnership/Advisory Committee, Child Family Teams, California Foster Youth Education Task Force, Emancipation Teams, and other agency meetings as directed; maintains communication with advisors and project partners; plans, implements and evaluates program activities and reports outcomes; serves as a liaison between FYS and other program staff within the county office and other local, regional and state agencies; 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, including conducting workshops and working with multi-agency planning teams desirable.

Knowledge of:

The public education system, juvenile justice system, special education and mental health services; youth development concepts, and foster youth services systems; current laws and legislations governing educational services for foster youth; agencies involved in serving foster youth; grant writing and grants management; appropriate program and fiscal management procedures to maintain an education-based program.

Skill and Ability to:

Plan, implement and monitor a collaborative countywide foster youth services program; develop program goals, set priorities, monitor expenditures, and work collaboratively; prepare and deliver presentations and trainings to local, regional, and state program representatives; plan, design, support, monitor and evaluate programs and services for project partners and children/youth in foster care; administer day-to-day operation of the Foster Youth Services program and its services; assist with data collection processes; use standard database software applications; communicate effectively in both oral and written form with local, regional and state program representatives; 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 program staff, project partners, state program staff and other clients.

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.

Revisions Approved by the Personnel Commission 7/10/18
Former title: Project Specialist II, Foster Youth Services, Program Liaison
Revisions Approved by the Personnel Commission 2/8/11
Approved by the Personnel Commission 11/14/00