

## FAMILY LIAISON FOR MCKINNEY-VENTO PROGRAM

The McKinney-Vento Homeless Education Grant focuses on Lowell's homeless and unaccompanied youth population. The goal of the grant is to provide support to the district's homeless students through outreach and education to parents and by providing training and support for teachers and related staff.

### PROFESSIONAL RESPONSIBILITIES:

The Family Liaison for McKinney-Vento Program will be responsible for supporting the implementation of the McKinney-Vento Homeless Education Grant including:

- \*Ensuring that parents/guardians of homeless children and youth are informed of educational and related opportunities to participate in the education of their children.
- \*Conducting home visits and providing outreach support to parents/guardians and children who are homeless to confidentially assess the family's status and determine resources to support the family.
- \*Collecting data on the number of homeless, doubled up, and unaccompanied youth in the district.
- \*Planning to meet the individual goals of parents/guardians and students through ongoing communication and collaboration with shelter staff and the McKinney-Vento Homeless Liaison to promote shared learning goals and support strategies.
- \*Ensuring that homeless children and unaccompanied minors are identified by school personnel.
- \*Identifying school level point of contact at each school to assist with school level issues with regard to McKinney-Vento.
- \*Collaborating with school Social Workers, School Counselors, and other school personnel to support youth experiencing homelessness.
- \*Coordinating transportation services for homeless children to the school of origin.
- \*Providing professional development for all school personnel and partnering community agencies with regard to students in homeless situations.
- \*Implementing and supervising tutoring programs for area shelters.
- \*Performing other tasks as related to the shared goals and objectives of the district and the McKinney-Vento Homeless Grant as required by the MA Department of Elementary and Secondary Education

## QUALIFICATIONS:

1. High School diploma required; Bachelor's degree preferred.
2. Excellent verbal and written communication skills.
3. Experience managing programs or projects that effectively serve at-risk youth and families.
4. Experience working with homeless families with children.
5. Familiarity with community resources and services for homeless children and families.
6. Knowledge of McKinney-Vento Homeless Assistance Act.
7. Experience with Microsoft Office / Word, Excel, PowerPoint, Internet and email.
8. Must be willing to work a flexible schedule.
9. Preference will be given to candidates who speak Spanish or more than one language.
10. Must have a valid driver's license.

Reports to: Family Resource Center Coordinator

Salary: \$38,000-\$48,000 (Grant Funded)

Work year: Non-Affiliated, 260 work days, 12-Month position,  
4 weeks vacation