



<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>REPORTS TO</b>
McKinney-Vento Case Manager	Student Assignment	Director of Student Assignment

<b>Position No:</b> 61099	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> N13	<b>Date Approved:</b> 2/7/23
<b>FSLA:</b> Exempt	<b>Date Revised:</b>

<b>JOB GOAL</b>
To provide a variety of support within Student Assignment and the McKinney Vento Homeless Program staff and students.

<b>MINIMUM QUALIFICATIONS</b>
<ol style="list-style-type: none"> <li>1. A bachelor's or higher degree with course work in social work, human services, education, or closely related fields.</li> <li>2. Demonstrated proficiency in Microsoft Office Suite with a focus of MS Excel, MS Word, MS PowerPoint.</li> <li>3. Two years on the job experience in working with high risk youth or families.</li> <li>4. Ability to communicate effectively with parents.</li> <li>5. Ability to perform the functions of the position.</li> </ol>

<b>DUTIES AND RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. To assist District Homeless Liaison with the identification and input of completed McKinney Vento forms.</li> <li>2. To submit transportation requests for eligible McKinney Vento families.</li> <li>3. Conduct case management to include home visits.</li> <li>4. Facilitate case management plans with eligible families as developed and assigned by District Homeless Liaison.</li> <li>5. To maintain an accurate record of activities and provide a written report for each referral processed.</li> <li>6. To assist McKinney Vento families with completing Medicaid and EBT applications for eligible students.</li> <li>7. To assist with the inventory tracking of MV closet supplies.</li> <li>8. Provide logistical support for various projects, trainings and outreach activities.</li> <li>9. Assist and support Student Assignment daily functions and goals as directed.</li> <li>10. To perform assigned task in a timely and efficient manner.</li> <li>11. To perform assigned task with a high standard of quality.</li> <li>12. To perform other duties as assigned by the Supervisor.</li> </ol>

<b>PHYSICAL DEMAND CLASS:</b>
Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.