

**WESTMORELAND COMMUNITY ACTION**

**POSITION DESCRIPTION**

**TITLE:** School Outreach Coordinator

**OPEN DATE:**

**CLOSING DATE:**

**DEPARTMENT/PROGRAM:** Youth Services

**CLASSIFICATION:** FULL TIME, REGULAR, NON EXEMPT

**SUPERVISOR:** Youth Services Manager

**SALARY RANGE:** \$ 16.11 /HOUR

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**ALL QUALIFIED PERSONS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, MARITAL STATUS, SEX, AGE, NATIONAL ORIGIN OR HANDICAP.**

**POSITION SUMMARY**

The School Outreach Coordinator will work on a team with the Youth Systems Navigator. This position will engage with the 17 Local Education Agencies (LEAs) across Westmoreland County to determine the LEAs individual gaps/needs. This can include providing training, assisting with other identified needs and connecting students or families to the Youth Systems Navigator.

**SCHOOL OUTREACH COORDINATOR RESPONSIBILITIES**

1. Build rapport with the 17 LEAs in Westmoreland County.
2. Coordinate with LEA to determine needs/gaps.
3. Create an individualized plan with each LEA that includes creative solutions for identified gaps.
4. Work with LEA to develop methods to increase identification of students and families experiencing homelessness.
5. Connect identified students and families to county resources and the Youth Systems Navigator.
6. Create training tools for and with LEA to provide training and technical assistance on topics related to youth housing instability/homelessness. This can include but is not limited to; youth homelessness 101, identification strategies, positive youth development, trauma-informed care, or the McKinney-Vento Homeless Assistance Act.
7. Coordinate with the Pennsylvania Department of Education Regional Coordinator.
8. Engage with the Continuum of Care (CoC) and connect LEAs to CoC resources.
9. Integrates Westmoreland Youth Action Board (YAB), Advocates for Change (A4C) into systems change work.
10. Reports and provides details of any unusual incidents, suspected or alleged abuse of any youth to Vice President of Community Investment. In addition, the Coordinator is a mandated reporter and will be required to report any abuse.

11. Attend staff meetings and weekly reporting to Youth Services Manager.
12. Attend meetings, conferences and training sessions as assigned by Youth Services Manager.
13. Other duties as assigned by Youth Services Manager.

#### **SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES**

1. Commitment to the mission and vision of WCA
2. A commitment to serving and empowering youth to have involvement in the decision making process and agency over the decisions that impact their lives.
3. Sensitivity towards individuals who are currently/formerly experiencing homelessness or housing instability.
4. Minimum of 5 years relevant experience, which may include a combination of life, work and educational experiences.
5. Experience working collaboratively with staff and other organizations to achieve goals.
6. Ability to communicate effectively both orally and in writing.
7. Strong organizational skills.
8. Ability to set boundaries.
9. Experience making quick decisions and using sound judgement.
10. Must have high emotional intelligence.
11. Ability to reason and work independently.
12. Flexible with the ability to juggle and perform multiple functions.
13. Computer literacy with a working knowledge of Microsoft Word and Excel.

#### **SCOPE AND IMPACT**

Effectively work with the 17 LEAs to ensure that youth experiencing homelessness/housing instability are being identified. Coordinate with Youth Systems Navigator to make sure that youth and families are connected to county resources.

#### **EDUCATION, REQUIREMENTS, EXPERIENCE AND/OR SKILLS**

1. Prior experience working within youth systems such as Child Welfare or Juvenile Justice, providing Mental Health Services.
2. Experience working with transition age youth and providing services utilizing positive youth development, motivational interviewing and trauma-informed care.
3. Experience working with individuals experiencing homelessness/housing instability.
4. Ability to maintain accurate case documentation and records.
5. Ability to work cooperatively with other youth serving systems within Westmoreland County such as, Children's Bureau, Westmoreland Case Management, Blackburn Center and Juvenile Justice.
6. Willingness to work a flexible schedule within a 40-hour work week as program needs dictate.
7. Bachelor's degree with major course work in either sociology, social work, psychology, counseling, education or other related field.

8. High school diploma or equivalency and 12 semester hours in sociology, social welfare, psychology or other social service and two years' experience in public or private human services, of which one year must be mental health direct care experience.