

<b>Job Title:</b>	Social Worker, Homeless	<b>Wage/Hour Status:</b>	Daily, Exempt
<b>Reports to:</b>	Director, Counseling & Advising	<b>Pay Grade:</b>	102
<b>Dept. /School:</b>	Counseling & Advising	<b>Date Revised:</b>	February 9, 2021

---

---

**Primary Purpose**

Assure EPISD homeless students residing in shelter sites, substandard housing or other homeless situations are able to enroll and attend school without any barriers so that they may have the same opportunities as other students to succeed and perform well in school.

**Qualifications****Education/Certification**

Bachelor's Degree in Social Work  
Valid License in State of Texas as a LBSW

**Special Knowledge/Skills**

- Knowledge of the McKinney-Vento Act
- Knowledge in Title I funding
- Knowledge of the special needs of homeless families and unaccompanied youth
- Knowledge and skills in casework methods to include strong consultation skills for conferencing with homeless shelters, community agencies, administrators, counselors, graduation coaches, campus faculty and staff, parents and students
- Knowledge of prevention and intervention strategies to include behavioral management, conflict resolution and mediation
- Awareness of and ability to access community resources
- Excellent organizational and interpersonal skills
- Excellent oral and written communication skills
- Computer knowledge of student management systems, Word, PowerPoint and Excel
- Ability to manage budgets

**Experience**

Five (5) years' experience in social work, to include working with the homeless population

**Major Responsibilities and Duties**

1. Collaborate with the campuses in EPISD and assure compliance with the McKinney-Vento Act.
2. Collaborate with homeless shelters and community agencies such as the YWCA, local medical clinics, food banks, the Housing Authority and municipal transportation to discuss and address the concerns of homelessness.
3. Collaborate with District departments to provide support services to homeless students.
4. Assist with support services for physical and mental health care, community agency referrals, emergency food, and domestic violence, human trafficking and drug abuse referrals.
5. Work in collaboration with Region 19 ESC to assist school personnel in identifying and addressing the needs of homeless students.
6. Maintain documentation to substantiate Maintenance of Effort.
7. Assist with the collection of data and maintenance of student records as stipulated in the McKinney-Vento Act.
8. Coordinate and collaborate with District departments in grant documentation, evaluation, and submissions.
9. Monitor grant funding per state and federal guidelines; review budget with supervisor on a regular basis.
10. Coordinate organize, present and /or assist with District-wide trainings.
11. Commit to professional development.
12. Collaborate with community agencies to provide public notice and educational rights of homeless children

**Monitor Programs**

- 13. Assist Accountability, Strategy, Assessment and PEIMS with monitoring of PEIMS data to ensure appropriate data submission to the Texas Education Agency.
- 14. Assist school counselors to develop and implement best practices for homeless students in all grade levels PK through 12<sup>th</sup> related to academic, personal and social/emotional concerns.
- 15. Plan, coordinate, and document review of programs, initiatives, and goals of Counseling and Advising as requested by Director, Counseling and Advising.

**Student Management**

- 16. Collaborate with other departments that provide counseling services to ensure cohesive implementation and delivery of services.
- 17. Consult with graduation coaches regarding college and career exploration and planning, to ensure unaccompanied youth to receive independent student verification letters

**Personnel Management**

- 18. Provide training and support on homeless guidelines annually and on an as needed basis for new employees. .

**Policy, Reports and Law**

- 19. Support the goals and objectives of the District.
- 20. Adhere to state and District standards, policies, regulations, and procedures.
- 21. Commit to current professional standards of competence and practice.
- 22. Promote and follow ethical standards, including confidentiality.

**Communication and Community Relations**

- 23. Serve as the District Homeless Liaison.
- 24. Serve as District representative to a variety of District and community committees, pending approval and request from supervisor.
- 25. Demonstrate professional and responsible work ethics.

**Supervisory Responsibilities**

None

**Working Conditions**

**Mental demands/Physical demands/Environmental Factors**

Maintain emotional control under stress, Travel regularly to campuses, homeless shelters and Community, agencies as assigned Walks a moderate amount May encounter prolonged and irregular hours.

**Terms of Employment**

194 or 221 days; salary to be established by the Board of Trustees

---

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

*I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.*

*Employee Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.*

*Supervisor Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Patricia Cortez, at 230-2033; Section 504 inquiries regarding students may be referred to Kelly Ball 230-2829.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Patricia Cortez al 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball 230-2829.