



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Homeless Advocate
FLSA Status: Exempt
Salary Grade, if non-union:
Pay Grade, if union: Teacher Salary Schedule
Non-Union or Specific Collective Bargaining Agreement: Teacher's Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to assist schools in meeting the unique social and academic needs of homeless students. Works closely with the TRST, Homeless Specialist and under the supervision of the Director, Federal Programs.

Essential Functions of this Job

Works with school-based homeless advocates, guidance counselors and terminal operators to determine homeless students' unique needs. Establishes communication with the parents/guardians of homeless students in order to address personal, social and academic needs. Assist homeless students in exploring career and further educational opportunities.

May transport students and/or parents/guardians for eligible services. Assists in obtaining school supplies, uniforms, clothing, food, housing information, etc. for homeless families and maintains file of community resources and eligibility requirements. Assists in planning and implementing tutoring program and family involvement activities. Encourages a positive self-image for homeless students. Prepares reports and maintains records.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Basic knowledge of curriculum. Ability to work with children of varying ages and abilities. Ability to establish and maintain effective working relationships with co-workers and administrative staff. Ability to

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maintain records and work with school personnel. Ability to work with parents, business and other community members. Ability to make sound judgments and decisions and maintain confidentiality. Ability to handle customers with compassion and respect and deal professionally with matters of sensitivity. Ability to communicate effectively, both verbally and in writing. Ability to work independently with minimal supervision. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited college or university with a Bachelor's degree or higher (in a social related field).

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with students, internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to frequently lift, carry, or otherwise move and position objects weighing up to 20 pounds, and infrequently weighing more than 20 pounds, with help as necessary. Requires travel to schools and worksites within the district.

Local Code: 10018
EEO5: 43
Approval Date: 2010-07-27
Date Last Revised: 2013-07-08

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.