

Position: School/Home Liaison

Term: 216 days, 8 hours per day

Classification: Exempt

Location: Joplin Schools/Administration Building

Qualifications: Bachelor's degree in related field;
2-3 years related experience

Supervisory: No

Reports to: Executive Director of Student Services

The School/Home Liaison will apply targeted interventions that focus on the individual's ability to succeed in the community; to identify and access needed services; and to assist the individual with making improvements in school, work and family integration. This position is a case management service that provides specific, measurable, and individualized services to each Joplin student served. The Case Manager will apply targeted interventions that focus on the individual's ability to succeed in the community; to identify and access needed services; and to assist the individual with making improvements in school, work, and family integration. These services may be in support of an individualized service plan which may be developed by problem solving teams for Check and Connect.

Temporary position contingent upon funding. Expected end date June 30, 2016.

General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.

Essential Functions:

- Provides direct care & services to students and families, utilizing these program models:
 1. Check & Connect Model (Student Engagement Intervention)
 2. Transition Liaising Model (for students returning from detention & facilities)
 3. Crisis Resource Linkage Model
 4. Short-Term Traditional Case Management Model
 5. Parent Engagement Model
 6. Group Education Model
- Maintains accurate & timely records and filing systems for accountability and audit purposes.

- Performs within an Interdisciplinary Team and seeks to support other Team Members and their interventions
- Other duties as assigned.

Physical Demands

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a minimal amount of travel in district. The individual who holds this position is required to complete and remain current with Nonviolent Crisis Intervention training program.

Attendance

Regular and consistent attendance is an essential function of this position, potentially to include evenings when indicated.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The work environment is consistent with a typical office environment.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.