

DATE: APRIL 2024
FLSA: NON-EXEMPT
SALARY: GRADE M
CBA DESIGNATION: CLASSIFIED BARGAINING UNIT

FOSTER YOUTH SPECIALIST

BASIC FUNCTION

Assists in the development, coordination, and implementation of services to provide a broad range of services to support pre-emancipated and emancipated foster youth in Riverside County; responsibilities include, but are not limited to, providing academic support, advocacy and service coordination; assists foster youth in improving academic success; develops and implements recruitment and retention strategies; serves as a member of a multi-agency team that may include foster parents, biological families, social workers, teachers, and others who work directly with foster youth.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently performing specialized duties in support of facilitating and implementing the District's educational services for foster youth. Employees at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Assists in the development, coordination, and implementation of services to provide a broad range of services to support pre-emancipated and emancipated foster youth in Riverside County; works collaboratively with program faculty and other departments to develop strategies for keeping at-risk students in class; collaborates with a variety of college support services, academic services, and specialized programs to maximize resources and services to students.
2. Provides academic support, advocacy, and service coordination for eligible foster youth; serves as an educational advocate and mentor to assist foster youth to improve academic performance; assists students in the college enrollment process, selecting an educational path, and registering for appropriate courses.
3. Assists in identifying students' academic needs and arranges for provisions of necessary services, including tutoring, counseling, transition support, and career/vocational advising; conducts frequent check-ins with students to discuss course success and completion.
4. Consults with a variety of social services agencies and local school districts in the community to explain general program requirements or to address individual student progress or needs; coordinates activities to introduce students to available local social services and school districts as well as to campus resources.
5. Initiates student contact and under the supervision of the dean/designee, monitors student progress to ensure student success within the program; coordinates information sharing and data transfer between agencies serving foster youth.
6. Establishes and maintains an active case file on each enrolled student; keeps accurate case notes and documentation; assesses student needs and coordinates educational and community-based services; manages caseload and case files; maintains strict confidentiality of student information and records.
7. Works as a member of a multi-agency team that may include foster parents, biological families, social workers, teachers, and others; provides support and referrals for students experiencing family,

- personal, or economic crises which may impact school performance; keeps accurate case notes and documentation of students served by this program; provides statistical information and summarizes information in reports as needed.
8. Develops and facilitates workshop orientation meetings on various topics such as time management, study strategies, goal setting, learning styles, career planning, and communication skills.
 9. Develops, implements, and maintains marketing materials, forms, and documents for distribution and presentation; makes presentations to schools, community organizations, churches, and other groups to explain the program.
 10. Participates in District-provided in-service training programs.
 11. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
 12. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Program offerings related to the attraction and retention of foster youth students for academic success.
2. Available educational opportunities.
3. Rules, principles, and regulations governing the juvenile justice system.
4. Current legislation governing educational services for foster youth and confidentiality requirements.
5. Community resources for foster youth and families.
6. Community college matriculation process and services.
7. Financial aid/Chafee grant requirements.
8. Agencies involved in serving foster youth, including child protective services and probation.
9. Unique educational needs of foster youth.
10. Foster youth issues and rights.
11. Mentorship principles.
12. Methods and techniques of preparing materials and delivering workshops on topics related to foster youth student success
13. Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
14. Case management principles.
15. Research practices.
16. General business office administrative procedures.
17. Recordkeeping principles and practices.

Ability to:

1. Provide specialized support to the District's foster youth student success programs.
2. Understand, interpret, and apply mandated and District policies, rules, and regulations in assigned program areas.
3. Understand, interpret, and apply California public school and District policies, rules, and regulations.
4. Assist foster youth students in navigating through the enrollment, educational pathway, and course selection process as well as non-educational resources available to them.
5. Work with at-risk and culturally diverse student populations.
6. Manage caseload and maintain confidential notes and files.
7. Establish long-term mentoring relationships with students to improve their academic performance and personal outcomes.
8. Develop measurable goals and objectives, set priorities, and evaluate progress toward achievement.
9. Serve as a mentor to assigned students.

10. Host and conduct workshops designed to facilitate student success.
11. Serve as an advocate for foster youth in achieving educational goals.
12. Follow through with students to ensure they are on track, meet class guidelines, maintain college deadlines, and document requirements.
13. Prepare educational information materials such as flyers, newsletters, and related documents.
14. Establish and maintain filing, recordkeeping, and tracking systems.
15. Maintain confidential and comprehensive student files and records.
16. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
17. Exercise independent judgment within general policy and procedural guidelines.
18. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
19. Communicate effectively in the course of performing work tasks.
20. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
21. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
22. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

An associate's degree with an emphasis in psychology, social work, sociology, or a related field and two (2) years of experience in a higher education student success program serving non-emancipated and emancipated students in the foster care system; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, with no direct exposure to hazardous physical or chemical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.