

	<b>School Linked Services Coordinator</b>	<p style="text-align: center;"><b>Classified Position</b></p> <p>Initial Date: August 26, 2014  Board Approval: August 26, 2014  Revision Date:  Personnel Commission: September 17, 2014  Range: 47</p> <p>Reports to Director of Student Services</p>
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the direction of the Director of Student Services, this coordinator has the purpose of assuring that resources are identified and made available to teachers, families, and youth. In addition, the coordinator is the central point of connection to the community. This includes coordinating the family engagement processes, creating links and building relationships with local community services and supports, and serving as the information conduit for best practices that are emerging throughout the SLS network.

**REPRESENTATIVE DUTIES:**

- Build and maintain strong collaborative relationships and communication with school officials, program directors, service providers, families, other stakeholders, and community agencies
- Act as primary liaison between the School District, the schools, Santa Clara County Mental Health Department, and community agencies to support the health needs of students and their families through activities such as educational events, consultations, and coordination of resources at the school site
- Convene and facilitate a Campus Collaborative by actively engaging families, caregivers and the community; grow and manage the campus collaborative consisting of service providers, community members and families, caregivers, students, and school personnel
- Implement the SLS infrastructure for referrals and provision of case management and counseling services and serves as initial contact for on-site student referrals
- Provide comprehensive services coordination, including triaging and needs assessment, service planning, referral, and monitoring for students and their families so that they are linked to the appropriate services
- Utilize a variety of engagement strategies including individual meetings, family meetings, and home visits
- Work as a team member and communicate effectively with staff, school personnel, interns, service providers and Santa Clara County Mental Health Department
- Develop, monitor, and maintain database of services and supports being provided to students and families and compile any other reports as needed by Santa Clara County Mental Health Department
- Provide oversight and coordination for school district and schools for programs and services to assist students and families
- Develop and maintain a campus inventory of services and school district pledge
- SLS Coordinator will follow school district protocol and procedure for crisis situation and assist in connecting students to appropriate services

- Assist in addressing school climate and safety needs; support training needs of teachers and school staff in the areas of school climate, safety, and health
- Performs other duties as assigned

### **KNOWLEDGE AND ABILITIES:**

- Engage families to access services
- Work independently with little direction
- Maintain records and prepare reports
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. A typical way to obtain these would be:

- High school diploma or equivalent is required
- Bachelor's degree desired
- Two years of experience in a Mental Health related field may be substituted for formal education

### **LICENSES AND OTHER REQUIREMENTS:**

- May require a valid California Driver's License
- May require pre-employment physical examination

### **WORKING CONDITIONS:**

#### ENVIRONMENTAL CONDITIONS:

- Primarily indoor office environment, school setting subject to frequent interruptions

#### PHYSICAL DEMANDS:

- Sitting or standing for extended periods of time
- Seeing, hearing and speaking to exchange information
- Lifting, carrying, pushing and pulling as assigned by position
- Dexterity of hands and fingers
- Moderate to high stress level

### **EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.