

Foster Youth Services Liaison Job Description

2008-2009 Minimum Expectations

The Foster Youth Services (FYS) Liaison position is designed to provide on-site support and coordinated services to foster youth students. The FYS Liaison will work with the Foster Youth Services Program to support the goal of improving educational outcomes for students in foster care. *Documentation of these responsibilities needs to be submitted to SHPD—stipends are dependent on attendance at each professional development and this documentation. Full stipends will be paid only to those who complete required role responsibilities.*

PROFESSIONAL DEVELOPMENT and PLANNING

- Attend one Foster Youth Services Liaison Orientation
 - **Elementary Level**
 - Thursday, October 9, 2008 (Room 4) or Tuesday, October 14, 2008 (Room 9)
 - 4:00 PM-6:00 PM
 - School Health Programs Department, 1515 Quintara Street
 - **Secondary Level**
 - Wednesday, October 22, 2008, in conjunction with HST/HPC Orientation
 - 2:15 PM-4:30 PM
 - Fort Mason Center, San Francisco

- Attend: two-hour after school Mid-Year FYSL meeting
 - **January 22, 2008 (All Elementary School sites)**
 - **January 12, 2008 (All Middle School sites)**
 - **January 27, 2008 (All High School sites)**

POLICY

- Assist in the implementation of Assembly Bill 490, McKinney-Vento legislation and other policies as needed.

HEALTH AWARENESS

- Coordinate 1 school-wide Health Awareness event:
 - ❖ Foster Care Month in May

STUDENT SUPPORT/OUTREACH

- Facilitate “intake” and “exit” meetings with foster youth identified at your school site.
- Assess student educational needs and make appropriate referrals and intervention recommendations.
- Refer students to educational and/or vocational programs, including (but not limited to) tutoring, mentoring, Guardian Scholars Summer Academy, job training, college prep/fairs, etc.
- Involve students in school and community events, including after school programs, leadership/youth development activities, violence prevention/education, substance abuse prevention, school organizations, etc.
- Check on current attendance and grades of students.
- Discuss the student and any needs at Student Assistance Program (SAP) meetings.

- Coordinate and collaborate with care providers, social workers, service providers, on-site Health and Wellness Team members and school counselors.

ADMINISTRATIVE DUTIES

- Complete and submit FYS student intake and exit forms.
 - **Intake Form** submitted by Monday, November 3, 2008 (include most recent progress report and attendance record)
 - **Exit Form** submitted by Friday, May 29, 2009 (include most recent progress report and attendance record)
- Submit Fall and Spring Semester Progress Reports.
 - **Fall Semester Progress Report** with FYS Intake Form by November 3, 2008
 - **Spring Semester Progress Report** with FYS Exit Form by May 29, 2009
- Submit **Foster Care Month Activity Log** by May 29, 2009
- Distribute the **FYS Census** to site administrator and SAP team members, including SHPD Nurse, Learning Support Professional, EXCEL After School Site Coordinator, Wellness Coordinator.
- Make a brief **presentation to school site staff** each semester at a faculty meeting regarding Foster Youth Services Support Liaison role and responsibilities.
- Provide students, caregivers, and school site staff with **FYS materials** and appropriate school based and community resources.

For more information, please contact Maya Webb, Foster Youth Services Coordinator at
(415) 242-2615, Ext. 3310 or webbm1@sfusd.edu.