



# Housing Authority of the City of Columbia, Missouri

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## **POST/DISTRIBUTE**

(Internal and External)

**ANNOUNCEMENT DATE: October 16, 2009**

## **MOVING AHEAD II – Home School Liaison**

**DEPARTMENT/DIVISION:** CHALIS (CHA Resident Services)

**REPORTS TO:** Director of Resident Services

**SALARY RANGE:** \$30,000 - \$35,000, plus housing

**APPLICATION DEADLINE:** October 30, 2009

**STARTING DATE:** AS SOON AS POSSIBLE

**POSITION SUMMARY:** COORDINATE ALL COMPONENTS OF MOVING AHEAD II – TITLE II GRANT. LIVE ON-SITE IN COLUMBIA HOUSING AUTHORITY FAMILY HOUSING DEVELOPMENT AND WORK IN PARTNERSHIP WITH COLUMBIA PUBLIC SCHOOLS TO IMPROVE COMMUNICATION AND PROMOTE ACADEMIC SUCCESS OF CHILDREN AND YOUTH LIVING IN PUBLIC HOUSING.

**PARTIAL LISTING OF MINIMUM QUALIFICATIONS:** CASE MANAGEMENT EXPERIENCE, DEMONSTRATED EXPERIENCE WORKING ACROSS CULTURAL BOUNDARIES; UNDERSTANDING OF POVERTY AND ITS EFFECTS ON YOUTH; UNDERSTANDING OF COLUMBIA PUBLIC SCHOOLS EDUCATION STANDARDS AND PROCEDURES; BACHELOR'S DEGREE IN SOCIAL WORK, PSYCHOLOGY, EDUCATION OR OTHER RELATED FIELD. 4 YEARS OF DIRECTLY RELEVANT EXPERIENCE WITH YOUTH AND FAMILIES MAY BE CONSIDERED IN LIEU OF FORMAL DEGREE; ADVANCED COMPUTER SKILLS, LICENSED AND INSURABLE TO DRIVE AGENCY/OWN VEHICLE FOR BUSINESS PURPOSES; MUST PASS CHA LOW-INCOME SERVICES AND COLUMBIA PUBLIC SCHOOLS CRIMINAL BACKGROUND CHECKS. MUST PASS DRUG SCREEN. MUST BE WILLING TO LIVE IN PUBLIC HOUSING.

**PREFERRED QUALIFICATIONS:** BILINGUAL IN SPANISH/ENGLISH, SOMALI OR SWAHILI/ENGLISH, OR OTHER LANGUAGES REPRESENTATIVE OF SCHOOL POPULATIONS; EXPERIENCE WORKING WITH IMMIGRANT AND OR REFUGEE YOUTH AND FAMILIES.

**A COPY OF THE COMPLETE POSITION DESCRIPTION IS ATTACHED.  
PLEASE CONTACT CHA'S FRONT DESK FOR AN EMPLOYMENT APPLICATION.  
INDIVIDUALS NEEDING AN ADA ACCOMMODATION TO APPLY MAY CALL  
573.443.2556, EXT 1120; 556 USERS CALL 573.875.5161.  
THE HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI IS AN EQUAL  
OPPORTUNITY EMPLOYER.**

**Job Description**  
**MOVING AHEAD II – HOME SCHOOL LIAISON**

**Reports To:** Director of Resident Services

**SUMMARY OF POSITION:** Coordinate all components of Moving Ahead II – Title II grant. Live on-site in Columbia Housing Authority family housing development and work in partnership with Columbia Public Schools to improve communication and promote academic success of children and youth living in public housing.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Intensive Case Management of caseload of 15 youth (7-17yrs) and families.
- Prepare individualized, comprehensive needs assessment and develop service plans using a strength-based perspective in collaboration with the youth and families.
- Participate in activities, events and programs that support the case plan.
- Provide referrals for appropriate family services such as rent assistance, housing support, schools supplies, counseling, parenting, substance abuse treatment, etc.
- Collaborate with school, police, juvenile justice and social service agencies
- Provide or arrange for parent education and training to promote parental involvement in education plans of youth
- Provide or arrange for supportive services for youth to ensure school attendance and promote school success such as transportation, tutoring, coaching, etc.

**REQUIRED KNOWLEDGE AND SKILLS:**

- Significant knowledge of academic programming
- Ability to express oneself effectively both orally and in writing to prepare clear, concise reports
- Ability to utilize computer software programs to meet the general responsibilities of the position
- Ability to implement, without supervision, continuing assignments requiring the organization of material, the preparation of reports and the making of decisions within the framework of policies, procedures, and grant objectives
- Ability to establish and maintain effective working relationships with superiors, associates, parents, Columbia Public School teachers/administrators, and the general public, as well as the ability to work with a diverse population

**EDUCATION AND EXPERIENCE:**

- **BA/BS degree** in education, social services, or related field; or four years of experience working with at-risk children/youth; or an equivalent combination of education and related work experience

**SPECIAL REQUIREMENTS:**

- Must be willing to live in Public Housing Development.
- Must be bondable and insurable
- Must have a current valid State of Missouri vehicle operator's license
- Must be willing to travel overnight for a minimum of 15 days annually for training or attendance at conferences/workshops
- Must be able to obtain and maintain a bank account for receiving direct deposit of payroll
- Must be able to pass a background and drug screen

**PREFERRED QUALIFICATIONS:**

- Bilingual in Spanish/English, Somali or Swahili/English, or other languages representative of school populations.
- Experience working with immigrant and or refugee youth and families.

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Employee Signature

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Date