

## **FOSTER YOUTH AND HOMELESS SERVICES (FYHS) PROGRAM AIDE**

<b>DEFINITION:</b>	Under the direction of the Foster Youth and Homeless Education Services (FY&HES) Coordinator and the supervision of the Foster Youth and Homeless Education Services Project Supervisor, provides overall support for FY&HES Program, including monitoring and assisting in compiling foster and homeless student and program records and tracking programmatic outcomes.
<b>TYPICAL TASKS:</b>	<p>Assists in and supports the coordination and implementation of FY&amp;HES programming.</p> <p>Assists foster and homeless youth staff in the implementation of FY&amp;HES programs.</p> <p>Maintains, updates, and assists in disseminating program materials.</p> <p>Audits foster and homeless student data tracking materials.</p> <p>Assists in keeping and reviewing program records pertaining to foster and homeless students and programs.</p> <p>Assists in preparing materials for trainings and meetings.</p> <p>Participates in community organizations as assigned.</p> <p>Prepares detailed, comprehensive program reports.</p> <p>Performs related duties as assigned.</p>
<b>MINIMUM QUALIFICATIONS:</b>	<p>Knowledge of: the concerns, problems and common experiences of students who are living in foster care or experiencing homelessness; the organization and operations of the Foster Youth and Homeless Education Services Program; the link between substitute care providers, placing agencies, educational agencies and courts and their organizational structure; the link between homeless prevention service providers, homeless service providers, and schools; various types of computer software and programs, including Microsoft Excel.</p> <p>Skill in: establishing and maintaining productive working relationships with community partners; maintaining and reviewing records for completeness and accuracy; communicating orally and in writing with varied clientele.</p> <p>Ability to: organize and maintain program records and files with attention to detail and accuracy; compile and catalogue information regarding community resources; prepare detailed, statistical reports; work independently and as part of a team; work with minimal supervision.</p>
<b>Working Conditions and Physical Abilities:</b>	<p>Office Setting. Incumbents are required to work throughout San Diego county as assigned. Incumbents must have reliable transportation to and from school districts and meeting sites. Willingness to work evening hours and weekends.</p> <p>Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.</p>

EXPERIENCE and  
EDUCATION:

A combination of education and experience which clearly demonstrates possession of the knowledge, skills and abilities detailed above. A typical qualifying background would include completion of high school, 24 units of child development, behavioral sciences or education and one year of work experience in which maintaining and reviewing records for completeness and accuracy, and professional contact with students in foster care and/or those who are homeless, school personnel and community agencies were primary responsibilities of the position.

Established: 09/97

Revised: 09/06, 10/07, 12/11

Approved by the Personnel Commission: \_\_\_\_\_