

**SAN MATEO COUNTY OFFICE OF EDUCATION
COUNSELOR/EDUCATIONAL LIAISON, FOSTER YOUTH SERVICES**

JOB SUMMARY:

The San Mateo County Human Services Agency's Youth and Family Services Division provides a wide variety of services including short-term and long-term foster care and emergency shelter care for children. Foster care services are provided for children who cannot remain at home because of abuse or neglect. These children stay with families for weeks or months until permanent plans are made for them. Emergency shelter care services are provided by foster parents who take children into their homes at any time of the day or night. The San Mateo County Human Services Agency also maintains a shelter home for older children (generally teenagers).

ESSENTIAL DUTIES:

- Develop educational plans and provide case management services for students served in the county shelter/foster care program;
- Facilitate initial placement of county shelter/foster care students in appropriate school setting;
- Monitor each county shelter/foster care student's academic progress to determine the effectiveness of school placement and services;
- Refer county shelter/foster care students for educational assessment as appropriate' provide encouragement and guidance to promote the self-esteem of county shelter/foster care students;
- Search, locate and facilitate the transfer of records; attend IEP and/or other educational meetings;
- Work with placement staff regarding the transition of children to new placements;
- Maintain data on the academic progress of and services provided to county shelter/foster care students;
- Participate in and provide data as requested for joint meetings of representatives of the San Mateo County Human Services Agency, the San Mateo County Superintendent of Schools and school districts.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Childhood growth and development;
- Guidance and counseling theories and practices;
- Educational program planning, test interpretation, and other facets of counseling related to academic progress of high school aged students;
- The special education laws, process and procedures;
- Social, educational and emotional concerns of children who, because of abuse and/or neglect are often frightened, angry, or injured;
- Alternative approaches, crisis intervention and networks within San Mateo County community resources.

ABILITY TO:

- Work successfully with teachers, counselors and administrators in the elementary, middle and high school setting;
- Work with children who have been abused and/or neglected;
- Motivate students toward completion of significant educational goals;
- Be adaptable and flexible;
- Work effectively in a team environment with school personnel, staff members and managers.

WORKING CONDITIONS:

- Indoor office environment
- Driving a vehicle to conduct work

PHYSICAL DEMANDS OF THE JOB:

- Use and manipulate a computer keyboard and other office equipment;
- Read a variety of materials;
- Sit and stand for extended periods of time.