

SCHOOL LIAISON COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is specialized coordinating and professional social casework of a complex nature primarily involving responsibility for collaboration with schools and community agencies as part of a multifaceted and community-wide approach to facilitating safe and effective schools, especially for high-need/high-risk children. The work is performed under the general direction of an administrator and work guidance (i.e., lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Coordinates services and fosters collaboration among the Department of Social Services, schools, community agencies (e.g. 21C), Rockland County departments, etc. by developing plans and strategies for services and intervention, exchanging and gathering information, identifying and integrating resources, etc.;
- Coordinates programs and services with school districts, the Department of Social Services, and community agencies in order to ensure the efficient provision of services to students, especially those that strengthen family relationships, facilitate successful behavior in a school environment, and support school efforts to connect students and their families with Department of Social Services programs;
- Develops new policies and makes recommendations for the revision of existing policies regarding procedures, processes, and services to promote the health and safety of children and families;
- Participates in the development and revision of departmental operations as they pertain to community needs and the integration of services by monitoring the effectiveness of current operations, meeting with community organizations in order to exchange information, interacting with local and New York State officials, etc.;
- Conducts mandated New York State mandated reporter training (re: concerns about potential child neglect and/or abuse) in schools, law enforcement agencies, community organizations, etc.;
- Acts as liaison to schools and their staff to address and provide guidance regarding concerns about potential child neglect and/or abuse and the process for preparing and making reports to the New York State Central Registry;
- Provides information and guidance to school staff about programs and services administered by the Department of Social Services in including relevant processes and procedures, and provides guidance to departmental staff in order to facilitate and ensure the efficiency of interactions with school personnel;
- Collects and analyzes data to identify needs for services to school districts and to ensure the efficient provision of such services by developing improved processes, approaches, and methods for coordinating services (e.g., established on-site locations in schools for Department of Social Services staff; provide timely guidance and services to new students and their families, etc.);
- Prepares a variety of reports;
- Attends meetings and conferences, as necessary.

(over)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of social casework and case reporting; thorough knowledge of Federal, State and local public welfare laws and programs, including those that pertain to child abuse and neglect; good knowledge of Rockland County school programs and procedures; good knowledge of Rockland County programs and community resources, especially as they pertain to high-need/high risk children; ability to develop and revise policies; ability to communicate effectively both orally and in writing; ability to understand and interpret written material; ability to coordinate programs and services; ability to establish and maintain cooperative relationships with others.

MINIMUM QUALIFICATIONS: A Master's degree in Social Work, Counseling, Psychology, Public Administration, or comparable curriculum and four (4) years of professional level social casework experience with an agency adhering to acceptable standards and/or four (4) years of professional experience as a school social worker.

NOTE: All required experience shall be professional-level experience and must have been gained after completion of a Bachelor's and/or Master's degree.