



People's Emergency Center

Nurturing Families, Strengthening Neighborhoods, Driving Change

School District of Philadelphia (SDP) - PEC Identification & Outreach Project Job Description: Supervisor

DEPARTMENT: School Services
Classification: Full-Time/Exempt
REPORTS TO: Program Manager

JOB DESCRIPTION

Summary: The SDP PEC Identification and Outreach Project aims to increase the identification and support for students and their families who are McKinney-Vento eligible (I.e. experiencing homelessness, housing insecurity, in transition) in 40 SDP schools and charters.

Logistics:

- Support with the implementation and ongoing operation of the SDP PEC Identification and Outreach Project.
- Supervise and support 4 staff to ensure adherence to program goals and objectives.
- Assist in hiring and training of program staff.
- Work collaboratively with the school staff to ensure program goals and outcomes are met successfully.
- Collaborate with internal partners and community partners that are connected to the 40 identified schools.
- Responsible for completion of all reporting and data collection.

ESSENTIAL DUTIES, RESPONSIBILITIES AND EXPECTATIONS:

- The SDP-PEC Supervisor will lead and supervise project staff to:
 - Develop and build relationships with each school
 - Train SDP and others in McKinney Vento requirements
 - Collaborate on a referral process to identify students who are experiencing homelessness
 - Communicate with schools weekly
 - a. Will provide educational materials to school staff and surrounding communities that increase awareness at every school on the following topics but not exclusively:
 1. Potential Signs of Homelessness in a Virtual Learning World;
 2. Federal Education Definition of Homelessness;
 3. Tips for Teachers and Staff Federal Education Definition of Homelessness
 - b. To ensure effectiveness of identification and referral system
 - Build linkages to local social services agencies and other agencies or entities providing services to homeless children and youths and their families, prioritizing housing assistance, and support Outreach Worker and System Navigators
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- Assist with the development and implementation of a communication plan that targets students and families, helps housed students recognize and support their homeless peers, and share with the school's community including all student groups, as well as the community organizations in the neighborhoods where students come from.
- Mentor and support Peer Outreach Workers will pilot an effort to organize up to 8 workshops on workforce development and college learning experiences by recruiting youth-workforce development agencies to deliver the workshop content
- Routine visits to schools, occasional home visits regardless of weather conditions and location of school or residence; may include ascending /descending stairs.

CORE Competencies:

- Organizational skills
- Internal/external Client/Customer skills
- Constructive conflict and diplomacy skills
- Problem solving/troubleshooting
- Excellent Oral and Written Communication
- Community Organizing and Planning
- Relationship Building
- Performance Management
- Results Orientation
- Talent Management and Team Skills
- Understanding of trauma-informed services

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's required, Master's preferred, in social services, education, public health, or equivalent fields
- Two-plus years of progressively responsible experience
- Advanced knowledge in homelessness or public education
- Demonstrated experience working with at-risk young children and their families
- Minimum of 5 years' experience in social services delivery preferred
- Proficiency with MS office programs: Word, Excel and Outlook
- Ability to learn new database, if needed
- 2- 5 years of management experience
- Valid driver's license and vehicle to use in job required.
- Acceptable Child Abuse Clearance, FBI Clearance, Criminal Investigation Report, Child Mandated Reporter certification and Health Assessment with TB Screening.

Additional Eligibility Qualifications:

- Mission driven and self-directed with ability to work collaboratively with many diverse constituencies



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- Knowledge of homelessness, education settings, and Philadelphia's School District
- Excellent time management, organizational, and team building skills
- Strong interpersonal, communication, and presentation skills
- Is in a supportive and coaching role to both the case managers and the families.
- Additional Eligibility Qualifications:
 - Sensitivity to and comfort working with diverse populations and people with special needs
 - Knowledge of the complexity of poverty and family strengths, homelessness, mental illness, trauma, substance abuse and the impact on individual and community health

Administration and Management:

- Collaborate with Program Manager and other PEC staff
- Support and sustain internal cohesive team structure
- Promote culture of internal/external customer service
- Provide leadership and management in setting and meeting the goals and objectives
- Ensure all reports are complete and delivered on time
- Support PEC initiatives and projects as requested
- Engage in other cross-systems activities, as needed, and representing PEC
- Assist in disseminating activities and findings through regular reports to funder

Achieve these Program outcomes:

- Individualized plans for schools to increase identification of homeless students by 10% in Year 2 after a baseline is set in Year 1
- 2,000 students and families provided with access to housing and/or other supports through School Network Teams
- Organize an inclusive student-centered communication campaign that increases safety and trust for students to seek help in six high schools through Peer Outreach
- Create a network of neighborhood support to help in identifying homeless students and families

Work Environment:

- This job operates in the field and in an office environment. This role routinely works in various communities and schools, and when in an office uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk, use hands and fingers to feel,



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handle, or operate objects or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds.

Other Duties:

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

PEC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Please send resumes to emakowski@ysiphila.org