



People's Emergency Center

Nurturing Families, Strengthening Neighborhoods, Driving Change

School District of Philadelphia (SDP)-PEC Identification & Outreach Project Job Title: Program Manager

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

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 selected SPD schools and charters.

Logistics:

- Lead with the implementation and ongoing operation of the SDP PEC Identification and Outreach Project.
- Oversee a staff of 6 to ensure implementation and operations are align with project objectives
- Assist in hiring and training of program staff.
- Work collaboratively with the school staff to ensure program goals and outcomes are met successfully.
- Coordinate with the YSI Truancy Prevention team and additional core partners connected to 40 schools.
- Responsible for completion of all reporting and data collection.

ESSENTIAL DUTIES, RESPONSIBILITIES AND EXPECTATIONS:

- The SDP-PEC Manager will lead staff to achieve the following objectives:

Increase the SDP's capacity to identify students eligible for McKinney Vento supports (in transition, housing insecure or experiencing homelessness)

Organize Peer Outreach

To increase access to housing supports and other supports

Organize community collaborations at 25 schools by recruiting 5 or more area organizations to engage in identification of homeless students and their families

- Responsibilities:
 - Create and implement a program referrals system with schools
 - Create an internal project collaboration plan between navigator, peer specialist and housing case manager in order to meet program objectives.
 - Communicate with staff weekly to address any needs and ensure effective implementation of supports and services.
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- Work closely with ECYEH office and Grovider partners to ensure project is aligned with identified need
- 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
- Directly support program supervisor and housing case manager with tasks and responsibilities
- Develop trauma-informed and youth-informed marketing campaign that aligns with SDP's ECYEH office 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.
- Develop data licensing agreement and SDP provides list of FY 2022 McKinney-Vento eligible students for follow up outreach

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

- Master's degree 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 ten years' experience in social services delivery preferred
- Proficiency with MS office programs: Word, Excel and Outlook
- Ability to learn new database, if needed
- Five years' management experience preferred
- 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.



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Preferred Education and Experience:

Administration and Management:

- Collaborate with department Director and PEC data staff
- Build, retain, sustain internal cohesive team structure
- Promote culture of internal/external customer service
- Provide leadership and management in setting and meeting the goals and objectives
- Hire, Train, Develop, Manage, Motivate, and Evaluate the performance of staff
- Manage budget and participate in completing and executing the annual budget process
- Ensure all reports are complete and delivered on time
- Conduct/facilitate weekly staff meetings to discuss progress towards milestones
- Create monthly reports for PEC management showing progress toward the proposed outcomes
- Support PEC initiatives and projects as requested
- Engage in other cross-systems activities, as needed, and representing PEC
- Disseminate activities and findings through regular reports to funder
- Facilitate project sustainability
- Maintain contractual compliance with funder(s)

Additional Eligibility Qualifications:

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

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



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Work Environment:

This job operates in the field and in an office environment. This role routinely works in communities, schools, and other public areas, and when in the 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, 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