

COLONIAL INTERMEDIATE UNIT 20
6 Danforth Drive
Easton, PA 18045-7899

POSITION DESCRIPTION

POSITION: Truancy Intervention Consultant Specialist

CLUSTER: Cluster 6A

QUALIFICATIONS: Bachelor's Degree in Special Education or a Mental Health related field and at least one year of experience in a collaborative team process.
Flexible hours may be required based on individualized client needs.

REPORTS TO: Assistant Principal of Alternative Education Programs

LOCATION: Northampton County (Colonial Intermediate Unit 20 collaborative services)

JOB GOAL: To provide truancy intervention and consultant services for child-serving community agencies and for families involved in Colonial Intermediate Unit 20 collaborative programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. To serve as a liaison between Colonial Intermediate Unit 20 School Districts and the Northampton County Children and Youth Agency concerning anti-truancy and department issues/program.
2. To coordinate collaborative truancy/department prevention efforts with local magistrates and other appropriate county officials.
3. To provide direct linkage with the county Children and Youth Dependent System.
4. To assist families and the IU support staff in obtaining Medical Assistance application information.
5. To make parent contacts (visits) as coordinated Children and Youth/IU 20 collaborative efforts. Facilitate the coordination of necessary services to advocate the families.
6. To participate in wraparound services and legal hearing at locations dictated by the needs of the families and providers (i.e., school, home, community buildings).
7. To promote and encourage use of the wraparound philosophy and approach with professional and support staff throughout the IU and in local schools.
8. To work in collaborative professional teams.
9. To serve as a liaison between parents and approved providers to assist in conflict resolution.

10. To contribute towards the development and maintenance of an environment, which is non-threatening, safe, nurturing, and where the students feel respected, accepted and welcomed.

OTHER MAJOR DUTIES AND RESPONSIBILITIES:

1. To assist in training for support staff and parents in how to conduct wraparound interventions.
2. To support treatment team staff by co-facilitating interventions, assisting in securing funding, and lending encouragement.
3. To provide assistance to families and the social worker in obtaining necessary information for Medical Assistance billing.
4. To collaboratively help develop the plan care summary on each child enrolled in the program. Will assist in the collection and maintenance of required documentation.
5. To provide for the assigned case manager a formal review of each family's concerns with follow-up meeting dates identified or scheduled.
6. To assist county CASSP Project initiatives that implement services, which benefit children and adolescents with serious emotional and behavioral problems (and their family) by serving on various work groups and committees.
7. To plan and initiate family support groups as identified by collaborative community needs.
8. To provide necessary documentation regarding the performance of assigned duties.
9. Ensure effective and efficient operations by maintaining confidentiality.
10. Establishes and maintains a positive friendly relationship and presence with staff/district by attending meetings, assisting with the resolution of problems, providing needed support, and maintaining a consumer friendly environment.
11. Performs work in a neat, accurate, and timely manner.
12. Strives to continuously improve on work quality and efficiency.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other jobs related duties requested by their supervisor.

TERM OF EMPLOYMENT: Salary and work year to be established by the Board.

In accordance with state and federal law, reasonable accommodations will be considered upon employee request.

TRUANCY INTERVENTION CONSULTANT SPECIALIST

Standards of Performance

The Truancy Intervention Consultant Specialist will report to and be responsible to the Assistant Principal of Alternative Education Programs.

The standards of performance of this position are:

1. Liaison Services

To provide truancy intervention and consultant services for child-serving community agencies and for families involved in Colonial Intermediate Unit 20 collaborative programs. (30 points)

2. Wraparound Services

To manage client contacts for truancy as coordinated through CASSP, wraparound meetings, and be part of such meetings. (30 points)

3. Community Involvement

To help coordinate collaborative truancy/dependent prevention efforts with local school districts and other appropriate county officials. (30 points)

4. Other

To be responsible for all other duties as assigned by the Principal or Assistant Principal of Alternative Education Programs. (10 points)

TRUANCY INTERVENTION CONSULTANT SPECIALIST

Standards of Performance

1. Satisfactory performance in respect to providing liaison services will be attained when:
 - 1.1 Serve as a liaison between Colonial Intermediate Unit 20, school districts, and the Northampton County Children and Youth Agency concerning anti-truancy and dependent issues/programs.
 - 1.2 Provide direct linkage with the county Children and Youth Dependent System.
 - 1.3 To serve as a liaison between parents and approved providers to assist in conflict resolution.
 - 1.4 To coordinate collaborative truancy/dependent prevention efforts with local magistrates and other appropriate county officials.
 - 1.5 To work in collaborative professional teams.
 - 1.6 Ensure effective and efficient school operations by maintaining confidentiality.

TRUANCY INTERVENTION CONSULTANT SPECIALIST

Standards of Performance

2. Satisfactory performance in respect to providing wraparound services will be attained when:
 - 2.1 To participate in wraparound services and legal hearings at locations dictated by the needs of the families and providers (i.e., school, home, community buildings).
 - 2.2 To promote and encourage use of the wraparound philosophy and approach with professional and support staff throughout the Intermediate Unit and in local schools.
 - 2.3 To assist in training for support staff and parents in how to conduct wraparound interventions.
 - 2.4 To assist CASSP project initiatives that implement services which benefit children and adolescents with serious emotional and behavioral problems (and their family) by serving on various work groups and committees.
 - 2.5 Establishes and maintains a positive friendly relationship and presence with staff/district – by attending meetings, assisting with the resolution of problems – providing needed support, and maintaining a consumer friendly environment.

TRUANCY INTERVENTION CONSULTANT SPECIALIST

Standards of Performance

3. Satisfactory performance in respect to providing community involvement will be attained when:
 - 3.1 To assist families and the Intermediate Unit support staff in obtaining Medical Assistance application information.
 - 3.2 To make parent contacts (visits) as coordinated by Children and Youth/ Intermediate Unit 20 collaborative efforts. Facilitate the coordination of necessary services to advocate for families.
 - 3.3 To provide assistance to families and the social worker in obtaining necessary information for Medical Assistance billing.
 - 3.4 To collaboratively help to develop the Plan of Care Summary on each child enrolled in the program. Will assist in the collection and maintenance of required documentation.
 - 3.5 To plan and initiate family support groups as identified by collaborative community needs.

TRUANCY INTERVENTION CONSULTANT SPECIALIST

Standards of Performance

4. Satisfactory performance in the provision of "Other" will be attained when:
 - 4.1 Necessary documentation regarding the performance of assigned duties is provided.
 - 4.2 To attend all staff meetings and provide updates of information on a timely manner.
 - 4.3 Performs work in a neat, accurate, and timely manner.
 - 4.4 Strives to continuously improve on work quality and efficiency.
 - 4.5 If necessary, you are required to use TACT-2 de-escalation and safety techniques as per your annual training.