

## School Linked Services Coordinator Job Description

### JOB DESCRIPTION

1. SLS Coordinator shall have the following qualifications:
  - a. Education: B.A. or B.S. Degree in social work, counseling, or health related fields and a minimum of two years working with children or adolescents.
  - b. Experience working in a school-based or community-based program is preferred.
  - c. Experience working effectively with a multi-cultural community, and with service agencies and organizations.
  - d. Knowledge of and experience in behavioral management and strategies.
  - e. Knowledge of and experience in computer application, such as Word, Excel, PowerPoint, and Outlook.
  - f. Knowledge of and experience in computer software, such as Windows and Acrobat, and a working knowledge of data entry.
  - g. Ability to gather, maintain, analyze and interpret large scale assessment and program evaluation data.
  - h. Ability to communicate effectively in both oral and written form.
  - i. Ability to follow and understand oral and written instructions and pay close attention to details.
  - j. Ability to organize work, set priorities, meet deadlines, follow up on assignments and perform multiple tasks with accuracy.
2. The SLS Coordinator shall have the sole job function as an SLS Coordinator and will not have a split job function with another position.
3. The SLS Coordinators shall be responsible to 1) foster community partnership and coordinate linkage of community services and resources among students and families; 2) plan, implement and evaluate family engagement events and projects; and 3) plan and facilitate the Campus Collaborative. Specifically, the SLS Coordinators will perform the following tasks:

#### Community Partnership and Service Coordination

- a. Build and maintain strong collaborative relationships and communication with school officials, program directors, service providers, families, and other stakeholders, and community agencies.
- b. Act as primary liaison through effective communication and partnership between the Behavioral Health Services Department (BHSD), schools/districts, and community agencies/organizations to support the needs of students and their families through activities such as educational events, consultations, and coordination of resources.
- c. Coordinate and implement the SLS infrastructure for referrals and provision of case management and counseling services, and serve as initial contact at school/district for referrals to community services and resources among families.
- d. Provide comprehensive service coordination, including triaging and needs assessment, service planning, referral, and monitoring for students and their families so that they are linked to the appropriate services by utilizing a variety of engagement strategies including individual and family meetings, and home visits.
- e. Develop and maintain service inventory (e.g., services provided at school sites) to assist students and families with linkage to community resources.

#### Family Engagement

- f. Plan, implement and evaluate family engagement events, workshops and projects at school that are in alignment with the SLS goals and outcomes. Family engagement plans should be based on the needs of each school, and informed by input from students, families and the Campus Collaborative group.

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- g. SLS Coordinator should partner with the Campus Collaborative members to implement events and projects (e.g., delegate tasks and responsibilities).

### Campus Collaborative

- h. Develop, manage and facilitate the Campus Collaborative to actively engage school personnel, students, family members, caregivers, service providers, community members and stakeholders.
- i. During the Campus Collaborative, gather input from group members to inform the plans (e.g., implementation and evaluation plans) of family engagement events and projects.
- j. Follow school district protocol and procedure to address crisis situation and assist in connecting students to appropriate services.
- k. Assist in addressing school climate and safety needs; support training needs of teachers and school staff in the areas of school climate, safety, and health.

### Data Collection

- l. Gather and track services provided to students and families, and develop and submit monthly and quarterly reports to BHSD.

### Systems Integration

- m. Integrate SLS initiative with current school (district) systems (e.g., Positive Behavioral Intervention Support [PBIS] & Multi-tiered Systems of Support [MTSS]).
- n. Perform other duties as assigned by BHSD.