



Job Description
Gang/Crime Diversion Task Force Attendance Specialist

Job Title: Attendance Specialist
Reports to: G/CDTF Program Director
Those Reporting to: None

Summary

The Gang/Crime Diversion Task Force Attendance Specialist provides liaison with the Racine County Human Services Department, the Racine Unified School District and other area schools re G/CDTF program participant attendance, in addition to fulfilling the job duties of a Topic Facilitator (q.v.).

Essential Duties and Responsibilities

Essential duties and responsibilities include the following. Other duties may be assigned.

Responsible for reporting program participant attendance to the Racine County Human Services Department, Racine Unified School District and other area schools on a regular basis.

Generates all correspondence necessary to perform job requirements.

Responsible for recruiting and enrolling participants into the program as well as assigning and monitoring the placement of participants into various program facilities.

Responsible for updating and monitoring of database applications to insure accurate records on participants as well as insuring all participant records are complete and correct.

Provides case management services to track education and attendance status of program participants with the goals of assisting in reducing truancy and improving academic performance.

Attends G/CDTF staff meetings and presents data on participant education and attendance.

Assists Program Director, as needed with grant writing.

Serves as Topic Facilitator (see Job Description).

Attend mandatory in-services.

Other Duties

Respond to telephone calls as needed.

Continue professional growth through independent study and attendance at training sessions and workshops.

Other duties, as time permits, at the discretion of the Program Director.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Individual must have a degree in human services or comparable experience.
Prior agency experience very strongly preferred.
Experience in youth or family work preferred.

Language Skills

Individual must possess very good written and oral communication skills, including excellent active listening skills.
Must be able to read, write and speak English fluently.
Bilingual Spanish language abilities preferred.

Computer Skills

Must possess basic computer skills, including word processing (Microsoft Word), be able to enter data (Microsoft Access and Excel), generate reports, and Internet communications.

Other

Must be at least 18 years of age.
Understand the significance of confidentiality and agree to maintain this policy in all areas of agency work.
Have a valid driver's license.
Successfully complete a Wisconsin Department of Transportation Vehicle/Driver Record Information Request MV2896.
Maintain a minimum of \$100,000 automotive liability insurance, and submit documentation of same.
Successful completion of a State of Wisconsin HFS 64 background information disclosure form and Department of Justice caregiver background check conducted under s. HFS 57.15 (2) (a) and (3), and any subsequent investigation related to information obtained from the background check.
Must successfully complete the SAFE Haven basic training program within 30 days of hire.
Empathy for people who are often in difficult circumstances.
Excellent problem solving skills and mature judgment.

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.

Must be able to handle stress and work well under pressure.
Must be able to keep an emotional distance from the clients.
Must be able to handle crises.
General office duties.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The facilities are typically located in an urban inner city environment. Clients present with many issues including, but not limited to, physical, sexual, and/or emotional abuse, alcohol and other drug use, mental health issues, physical health problems, and problems with family dynamics.

Status

This position is a nonexempt full time position not eligible for other employment with SAFE Haven of Racine, Inc.

SAFE Haven of Racine Inc. is an Equal Employment Opportunity/Affirmative Action Employer which affords employment opportunity to all applicants without regard to race, sex, sexual orientation, age, marital status, color, religion, national origin, handicap, disability or status as Vietnam-era or special disabled veterans; and is in accordance with applicable Federal laws and in compliance with the Americans with Disabilities Act.

This job description is subject to addition, amendment, change or revocation at any time without prior notice. The revised information may supersede, modify, or eliminate the existing job description.

A current copy of this job description must be signed, dated, provided to the employee, and maintained in the Personnel File.

Revised: 1/9/2006

Signed, Employee

Date