

Job Description
**Truancy Abatement Program
Attendance Specialist**

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

Summary

The Truancy Abatement Program Attendance Specialist provides liaison with the Racine County Human Services Department, the Racine Unified School District and other area schools.

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 and documentation necessary to perform job requirements.

Responsible for recruiting and enrolling participants into the program assigning a primary worker and monitoring the placement of participants into appropriate programming.

Responsible for updating and monitoring database applications to insure accuracy of participant information including demographic, contact and participation records.

Provides case management services that includes the assessment of participant and family dynamics and needs, tracking student attendance and academic status, establishing participant-centered goals with students and families designed to reduce truancy and improve academic performance.

Attends GCDTF staff meetings and presents data on participant education and attendance.

Collaborates with Childrens Service Society and other agencies as identified.

Assists Program Director, as needed with grant writing.

Serves as Topic Facilitator (see Job Description).

Attends 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 hold a degree in human services or have demonstrated comparable experience. Prior agency experience is strongly preferred. Experience in working with youth and families is required.

Language Skills

Individual must possess excellent written and oral communication skills, including the ability to listen effectively. Must read, write and speak English proficiently. Bilingual Spanish language abilities preferred.

Computer Skills

Must possess basic computer skills, including word processing (Microsoft Word), be able to data entry (Microsoft Access and Excel), report generation, e-mail and Internet communications.

Other

Must be at least 21 years of age.
Understand the significance of confidentiality and agree to maintain confidentiality in all areas of agency work.
Successfully complete a State of Wisconsin Department of Justice Criminal Background Check.
Must successfully complete the SAFE Haven basic training program within thirty- (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.

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.

A copy of this job description is to be maintained in the Personnel File.

Status

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

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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 provided to the employee, and maintained in the personnel file.

Revised: 2/19/2010