LATINO COMMUNITY CENTER
JOB VACANCY NOTICE

POSITION: Education Liaison (Full-Time)
PAY GRADE: 12
WAGE: $35,000 (yearly)

ESSENTIAL FUNCTIONS:
- Advocates with and for Latino parents and their children around issues they are facing with the education system.
- Attend Individualize Evaluation Plan and Parent meetings with parents as an advocate.
- Help families and youth navigate the school system.
- Provide technical assistance and cultural understanding support to schools interested in understanding how to better treat, work with, and serve the Latino community.
- Convene a group of Education advocates quarterly to provide adequate support to cases that may need further attention.
- Attend School Board meetings and help bring the voice of the Latino community into meetings.
- Stay informed and up to date on Welcoming School initiatives and DACA.
- Hold monthly education meetings with Latino Community to present educational opportunities and Know Your Rights in Education workshops.
- Prepares, maintains and submits all assigned case records, charts, reports, forms and other required documentation in a professional and timely manner.
- Works collaboratively with parents, youth, staff and school districts to improve our regions education system.
- Adheres to all policies, laws, regulations, and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

QUALIFICATIONS:
- Bachelor’s Degree in Education or related field with one year's work experience related directly to the education and development of children and/or families, PA Dept. of Education Certification for an accredited college or university; one year case management or public education system experience preferred.
- Must successfully obtain Criminal History Clearance from the Pennsylvania State Police, Child Abuse Clearance from the Pennsylvania Department of Public Welfare and Fingerprint Based FBI Clearance.
- Must be flexible to meet family's needs. Will include some evenings and weekends
- Must be culturally sensitive to needs of the Latino Community
- Must be bilingual in Spanish and English; Portuguese a plus!
- Must have experience working with the Latino Community
- Team player and go-getter! (Ability to work independently and in a team)
- Demonstrated ability to establish and maintain effective working relationships with parents, program staff and other agency personnel.
- Ability to transport oneself and/or clients as program needs dictate.
- Ability to understand and follow supervisory direction.
- Ability to display an understanding and compassionate attitude when caring for children and communicating with parents.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607 OR EMAIL TO: naffinito@sphs.org ATTENTION: POSTING#181-NO LATER THAN DECEMBER 15, 2017. EQUAL OPPORTUNITY EMPLOYER