

## **Technical Assistant, Service Navigator for Homeless Support**

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [\*Strategic Call to Action\*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

### **DESCRIPTION**

Under the direction of the Coordinator of Pupil Personnel Services and the Homeless Education Liaison, the Technical Assistant, Service Navigator for Homeless Support position is responsible for connecting families experiencing homelessness with the resources and supports needed to meet their basic needs and move into permanent housing. The position will work directly with Pupil Personnel Workers (PPWs) and the partners of the Howard County Coordinated System of Homeless Services to connect families quickly and equitably to the resources they need for stability.

*This position is grant-funded through September 2024. Continuation of employment beyond that date may be contingent upon the appropriation of additional funds.*

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Provide support in collaboration with the Office of Pupil Personnel Services, that allows for regular office hours and availability to the PPWs across HCPSS to assist in connecting families with wrap-around services.
- Maintain weekly (at a minimum) contact with families who have been referred to the Service Navigator's caseload.
- Develop monthly newsletters for homeless families about resources and services.
- Serve as a liaison between HCPSS, the Office of Pupil Personnel Services, and community agencies involved in working with families experiencing homelessness.
- Provide monthly summary reports for the McKinney Vento Liaison/Resource PPW and PPWs detailing the number of families assisted, resources provided, and case management status.
- Maintain data and records on all families referred for case management.
- Attend appropriate meetings with HCPSS partner agencies, including but not limited to Homeless Advisory Committee and county government/agency homeless committees.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

**MINIMUM QUALIFICATIONS**

**Applicants must meet all the qualifications listed below to be considered for the vacancy.**

**Education:**

<b>Applicants must meet the criteria in ONE of the rows below.</b>	
High school diploma or GED equivalent.	Ten (10) years of experience in business, education, social program work, or a closely related field.
Associate degree or higher	Five (5) years of experience in business, education, social program work, or a closely related field.

**Experience:**

- Three (3) years of experience facilitating a social service program (e.g., grassroots, multiservice center, outreach program, International Registration Center).
- One (1) year of experience with technology to include web-based productivity and collaboration tools such as Microsoft Office Suite, Google Suite, video conferencing software (Zoom), learning management system (Canvas), student information system (Synergy), or data warehouse systems (Hoonuit).

**PREFERRED QUALIFICATIONS**

- Bachelor’s degree from an accredited college or university in business, education, social work, or a closely related field.
- One (1) year of experience in working with direct case management responsibilities (e.g., overseeing service, service planning, service follow-up).

**SELECTION REQUIREMENTS**

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

**A technology assessment may be administered as part of the selection process.**

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

### **EMPLOYMENT INFORMATION**

This is a 12-month per year position in the Howard County Educators Association, Educational Support Professionals (HCEA-ESP) employee unit. The current salary range for this position is Grade 21, \$45,748 - \$90,904. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

### **APPLICATION REQUIREMENTS**

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval  
Human Resources Business Partner  
Office of Human Resources  
(410) 313-6689  
[sandy\\_saval@hcpss.org](mailto:sandy_saval@hcpss.org)

### ***Equal Opportunity Employer***

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.