



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Homeless and Billing Resource Specialist
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	8944
<b>Reports to:</b>	Director of Students-in-Transition
<b>Shift Length:</b>	8 Hours a Day
<b>Union Eligibility:</b>	Not Eligible
<b>Starting Salary:</b>	\$50,000

**Position Summary:**

The Homeless Resource Specialist reports directly to the Director of Students in Transition. The Homeless and Budget Resource Specialist will be responsible for conducting site visits to various shelters, processing Intakes, transportation requests, and Needs Assessments to SLPS' unhoused' population who reside in neighboring shelters, foster care, residential facilities, hotel/motels, campgrounds, and/or transient; as well as, perform assigned complex and in-depth financial functions, budgetary, statistical and other financial analyses in support of the District's transportation for McKinney-Vento and ESSA related activities; process incoming and outgoing payments; maintain spreadsheets and perform related duties as assigned.

**Essential Functions:**

- Serve as liaison between SLPS' SIT program, surrounding districts, charter schools, SLPS schools, and shelters with a high number of students in transition.
- Provide educational support to McKinney-Vento and ESSA-eligible students.
- Under the supervision of the Students-In-Transition Director, supervise the recruitment of tutors for homeless or highly mobile students with deficiencies in core subject areas for possible remediation.
- Collaborate with tutorial staff, SLPS teachers, and/or administrators to identify potential homeless candidates for possible remediation.
- Conduct in-services and/or training as it relates to the McKinney-Vento Homeless Assistance Act reauthorized in 2015 via the Every Student Succeeds Act.
- Uphold confidentiality of parents and students in transition.
- Facilitate ensuring that homeless students are immediately enrolled.
- Maintain accurate records of all tutorial students and submit monthly reports on a timely basis.
- Annually create, maintain, and monitor Excel Spreadsheets for transportation, Intakes, monthly reports, and/or student data.
- Billing via creating vouchers and utilizing CFDA
- Perform financial, budget, management, and policy assignments by guidance and instructions given regarding approach and expected results Use appropriate analytical techniques and statistical and information-gathering processes to obtain required information Logically summarize findings.
- Develop and utilize spreadsheets, databases, and other computer applications to assist with assigned duties, projects, and reports.
- Write and submit an end-of-year report with program evaluation and statistical data.
- Conduct Intakes via email, walk-ins, telephone calls, emails, and/or faxed requests from SLPS staff, parents, shelters, community partners, and surrounding districts.
- Process and interpret data.
- Basic computer skills



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- Familiarity with Windows Access Database
- Facilitate the resolution of student and parental concerns.
- Perform other duties as identified by the Students-In-Transition Director.

**Knowledge, Skills, and Abilities:**

- Expertise in SAP budget funds, functions, and commitment items.
- Knowledge of modern office, methods, and procedures.
- Ability to make arithmetical calculations rapidly and accurately.
- Ability to use computer and SAP applications, including spreadsheets and word processing software.
- Ability to establish and maintain effective working relationships with personnel contacted in the course of work.

**Experience:**

- 1 year of experience in working with unhoused students, possess a passion for populations challenged with housing, background in billing, creating spreadsheets, and budgetary experience. (required)

**Education:**

- Bachelor's Degree (required)
- Master's in Social Work/Counseling (Preferred)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

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Employee \_\_\_\_\_ Date \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Human Resources \_\_\_\_\_ Date \_\_\_\_\_

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***