

Child and Family Charities

**Job Posting**

**TEAM Attendance (Truancy) Intervention Specialist**

**QUALIFICATIONS**

- Minimum Education: Bachelor's Degree in Social Work, Psychology, Counseling or other Human Services Field Required.
- Minimum one year of experience with adolescents and families required.
- Knowledge of strength based approaches desired.
- The ability to communicate effectively verbally and in writing.
- Good organizational skills.
- Knowledge of local community resources.
- Demonstration of and commitment to training in cultural competence required.

**DUTIES AND RESPONSIBILITIES**

- Locate and engage students identified by School District Partner(s) as having non-attendance patterns and/or high absenteeism.
- Visit schools and homes of truant youth for the purpose of meeting with parents/guardians to advise parents of school attendance issues.
- Administer Juvenile Inventory For Function (JIFF) or other instruments to students and guardians/parents.
- Develop Family Service Plans with student and family.
- Make appropriate referrals to Child and Family Charities programs and community resources.
- Report all findings including successful and unsuccessful attempts to home school.
- Under the consultation of the Teen Court Division Director, report suspected neglect and abuse to Child Protective Services and Law Enforcement.
- Work collaboratively with School personnel, including the Attendance Specialist.
- Communicate and collaborate with individuals, institutions, and organizations involved with the target population being served to ensure coordinated care.
- Maintains strict confidentiality in accordance with federal and state regulations, and consistent with ethical standards in the field.
- Participates in individual supervision, team meetings and ongoing training activities.
- Encourage all parents/guardians to participate in "Parent Guiding Good Choices Workshops" identified in the TEAM Attendance Program.

***Must be flexible and available to accommodate operational needs.***

Resume and Cover Letter To:  
Director of Administration  
Child and Family Charities  
4287 Five Oaks Drive  
Lansing, MI 48911

*Child and Family Charities is an Equal Opportunity Employer  
We value diversity, cultural competence, and teamwork*