

**SAN MATEO COUNTY OFFICE OF EDUCATION  
COUNSELOR/EDUCATIONAL LIAISON, FOSTER YOUTH SERVICES**

**JOB SUMMARY:**

The San Mateo County Human Services Agency's Youth and Family Services Division provides a wide variety of services including short-term and long-term foster care and emergency shelter care for children. Foster care services are provided for children who cannot remain at home because of abuse or neglect. These children stay with families for weeks or months until permanent plans are made for them. Emergency shelter care services are provided by foster parents who take children into their homes at any time of the day or night. The San Mateo County Human Services Agency also maintains a shelter home for older children (generally teenagers).

**ESSENTIAL DUTIES:**

Develop educational plans and provide case management services for students served

**ABILITY TO:**

Work successfully with teachers, counselors and administrators in the elementary, middle and high school setting;  
Work with children who have been abused and/or neglected;  
Motivate students toward completion of significant educational goals;  
Be adaptable and flexible;  
Work effectively in a team environment with school personnel, staff members and managers.

**WORKING CONDITIONS:**

Indoor office environment  
Driving a vehicle to conduct work

**PHYSICAL DEMANDS OF THE JOB:**

Use and manipulate a computer keyboard and other office equipment;  
Read a variety of materials;  
Sit and stand for extended periods of time.