



The Lincoln Center for Family and Youth
1100 Adams Ave | Audubon, PA 19403
(610) 277-3715 | jobs@TheLincolnCenter.com

JOB DESCRIPTION: Student and Family Engagement Specialist

Title: Student & Family Engagement Specialist

FLSA: Exempt

Reports To: Chief Clinical Officer

Organization Summary: The Lincoln Center for Family and Youth (“TLC”) is a social enterprise company serving the Greater Philadelphia Area for over 50 years. Founded in 1970 and incorporated in 1983, TLC is an entrepreneurial nonprofit providing innovative education, coaching, and counseling services to public school students and their families. For more information, please visit <https://TheLincolnCenter.com>

Position Summary: The Student and Family Engagement Specialist plays a critical role in promoting student attendance and engagement through a comprehensive approach that includes direct intervention, stakeholder engagement, and community collaboration. The ideal candidate will be deeply committed to addressing and eliminating truancy, conducting home visits, and developing tailored solutions to support student attendance and family engagement.

Essential Responsibilities:

- Develop and implement strategies to eliminate truancy and improve student attendance.
- Conduct home visits to engage with students and families, understanding their challenges and needs.
- Engage stakeholders including students, families, school staff, and community partners to foster a supportive environment for student success.
- Identify and connect students and families with resources to address barriers to attendance and engagement.
- Provide case management services to support students and their families, including making appropriate referrals to community resources.
- Maintain effective communication with school staff, providing updates and collaborating on student attendance improvement plans.
- Complete and monitor Student Attendance Improvement Plans, ensuring they are tailored to meet the needs of individual students.

- Work collaboratively with district court as necessary to address and resolve attendance issues.
- Verify student residency and maintain accurate records in compliance with district policies.

Education & Experience:

- Master’s degree in Social Work, Education, Counseling, or a related field is preferred.
- License in Social Work is **required** (LSW)
- Experience in case management, social work, or a related field, particularly within an educational setting.
- Bi-Lingual a plus (Spanish/English)
- Strong understanding of the challenges and barriers that can affect student attendance and engagement.
- Excellent communication and interpersonal skills, with the ability to engage effectively with students, families, and school staff.
- Ability to work independently and as part of a team, demonstrating initiative and problem-solving skills.
- Knowledge of community resources and services that can support students and families.
- Experience working with diverse populations and a commitment to equity and inclusion.
- Valid driver’s license and ability to conduct home visits.

Work Hours: This is a full-time, 10-month position

Work Environment: Coatesville Area School District

EEO Statement: TLC is committed to a policy of Equal Employment Opportunity and does not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other basis recognized by federal, state or local law.