

POSITION DESCRIPTION

Position Title: Education Specialist
Program: Adolfo Housing Program
Reports to: Program Director

Status: Non-exempt
Date Revised: 2/2019

POSITION SUMMARY: Under the general direction of the Program Manager, the Education Specialist is responsible for collaborating with Adolfo resident who are prospective or current students to explore different areas of education and/or career development. The Education Specialist is responsible for establishing and maintaining relationships with educational institutions, assisting students with academic and planning and the financial aid process, and connect students to educational resources.

OBJECTIVES/ACTIVITIES:

- A. Responsible for assisting all Adolfo participants who are perspective or current students.
 - 1. Collaborate with participants on educational exploration, connecting education to careers, and researching majors.
 - 2. Assist participants with academic planning and academic advising.
 - 3. Assist participants with applying for all eligible financial aid, understanding aid that is available, and budgeting money.
 - 4. Build and maintain relationships with representatives from various educational institutions.
 - 5. Introduce participants to campus representatives on campus.
 - 6. Accompany participants on campus to appointments/workshops, and provide advocacy as needed.
 - 7. Organize and facilitate campus tours at local community colleges, technical schools, and 4-year universities.
 - 8. Provide retention services to the participants at milestones of their educational plans.
 - 9. Help students navigate Academic/Progress Probation/Dismissal by providing advocacy and assisting with the appeal process.
 - 10. Help students learn and navigate computer based tools related to education including but not limited to E-services, Canvas, student emails, library resources, online services..
 - 11. Connect students to specialized programs such as DSPS (Disability Services & Programs for Students), NextUp (for foster youth), EOPS (for first-generation student), CalWorks (for parents) etc.
 - 12. Support students with obtaining Individualized Educational Plans, diplomas, mental health records, and other documents in order to gain eligibility for aforementioned programs.
 - 13. Assist students with paying for student fees, student bus pass, financial debt, and parking fees, which act as significant barriers to college success.
 - 14. Work with students to overcome academic deficiencies by connecting them to tutoring, and other support services.
 - 15. Provide outreach to Adolfo residents and alumni.

- B. Responsible for training and development of new staff.
 - 1. Provide educational-related materials and trainings to current and new staff.
 - 2. Assist Youth Advocates with improving academic case management in order to better support students.
 - 3. Facilitate information sessions at Adolfo for campus representatives to provide information to staff.
 - 4. Introduce staff to campus representatives and help learn resources on all local campuses.
 - 5. Collaborate with Employment Specialist on project where education and employment overlap.

- C. Responsible for enhancing student outcomes, assessing program progress, and sharing information with staff.
 - 1. Develop measurement/assessment tools to track student retention and success.
 - 2. Advocate at community and legislative level to represent better support for Adolfo student population.

- D. Responsible for self-development
 - 1. Continually learn and enhance technical and interpersonal skills.
 - 2. Attend staff meetings/assigned training seminars and complete required certifications, i.e. CPR, First Aid, etc.
 - 3. Attend quarterly Sacramento County Office of Education ‘Higher Education Collaborative’ meetings.
 - 4. Participate in Beyond the Safety Net Cohort through John Burton Foundation in order to collaborate with other THP-Plus and THP-Plus/FC program to better support students.

EQUIVALENT EDUCATION AND EXPERIENCE:

A Bachelor’s degree is required. This position requires at least two years of experience in higher-education (ie. community college, technical education, university or college) or career development. This position also requires demonstrated ability to communicate and comprehend oral and written instructions and to provide services to clients without ethnic or social prejudices. It requires general knowledge of issues and challenges unique to foster youth population, homelessness, substance abuse, minorities, and persons with disabilities. Specific knowledge and experience with foster youth culture, housing first approaches, addiction and recovery, and dysfunctional family dynamics is preferred. Must be able to utilize a range of interventions to work with clients with varying needs and levels of functioning. This position requires CPR and First Aid training within (90) days of employment date and recertification as necessary and T.B. testing annually. A valid California license is required. Must have a DMV record acceptable by Volunteers of America’s insurance carrier. Must have the flexibility to work irregular hours and have the willingness to function as a team member.

SPECIFIC SKILLS REQUIRED:

- Computer skills, Word and Excel
- Teamwork skills
- Oral and written communication skills
- Ability to assist other people
- Organizational skills
- Analytical and decision making ability

PHYSICAL REQUIREMENTS

- Lift and move up to 50 pounds
- Stand, walk, bend, stoop, and sit frequently
- Kneel occasionally

NATURE OF SUPERVISION RECEIVED:

Daily activities are many times performed independently with accessible guidance and direction from the Program Director or designated lead. Must be able to function both independently and in a team environment working towards attainment of operational goals and contract compliance.

SUPERVISION EXERCISED:

This position does not supervise, however, may be delegated training and lead responsibilities as the program needs may require.

RESPONSIBILITIES FOR EDUCATIONAL CONTACTS:

This position requires daily contact with county/state/city and educational entities, clients, and all levels of support staff. The Education Specialist is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships with all clients. Tact, discretion, and resourcefulness are required at all times.

This job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

Employee Signature _____ Date Signed: _____