

Job Description

Title	Educational Specialist
Department / Program	Youth Transition Service Department / Teen Focus Program
Reports To	Youth Transition Services Department Manager
Exempt / Non-Exempt Status	Exempt
Full-Time / Part-Time Status	Full-time
Salaried / Hourly	Salaried - \$42,000-\$45,000/year
Education & Experience	<ul style="list-style-type: none"> • Must possess bachelor's degree in Education or related field. • Knowledge of adolescent/teen development, educational system(s), secondary school and vocational school systems, child welfare system • Experience in direct service and policy development strongly encouraged
Supervisory Responsibilities	<ul style="list-style-type: none"> • N/A
Skills & Values Required	<p>Must possess and demonstrate:</p> <p>All-agency:</p> <ul style="list-style-type: none"> • Alignment and commitment to values, mission, model, and vision of the agency • Commitment to equity and inclusion within the agency and across systems • Advocacy for excellence in child welfare and adult medical and behavioral health and well-being • Competence and confidence in building transparent, positive partnerships that will further the agency's mission • Strong written and verbal skills • Data-informed decision-making <p>Position-specific:</p> <ul style="list-style-type: none"> • Experience in service provision of trauma-informed care, permanency practice, and educational needs of child welfare population • Knowledge of and demonstrated experience with best practices and state and federal laws related to foster care, youth permanency, homelessness and housing, mental health, education and health for at-risk populations. • Ability to assess, deliver, and evaluate direct service programming
Other Requirements	<ul style="list-style-type: none"> • Must pass Background Criminal Investigation (BCI) check • Must pass Child Protection Services (CPS) background checks for RI as well as any additional states, per Adam Walsh Act of 2006.

	<ul style="list-style-type: none"> • Must be fully vaccinated for COVID-19 • Access to reliable transportation • Specific to staff-owned vehicles, staff must demonstrate: <ul style="list-style-type: none"> -Possession of valid driver’s license -Maintenance of clean driving record -Possession of valid and continuous auto insurance coverage that meets the state’s minimum requirements -Valid vehicle inspection sticker • Hold an active license with the RI Department of health (RIDOH) for applicable positions • Additional requirements, as outlined by service contracts, if applicable
Physical Requirements	<ul style="list-style-type: none"> • Prolonged periods of (1) sitting at a desk/meeting table and (2) working on a computer. • Ability to self-transport to client and agency-related meetings and work within the RI community • U.S. Bureau of Labor and Statistics Occupational Requirements Survey (ORS) of strength level category: Sedentary to Light work • Reasonable accommodations may be made to enable staff to perform the essential duties.
Duties & Responsibilities	
<ul style="list-style-type: none"> • Assessment and coordination of education and enrichment services for teens in foster care • Provision of intensive support to youth and youth’s natural supports regarding school meetings, IEPs, 504 Plans, specialized tutoring, and on-going educational planning, assessments, and advocacy for additional services needed. • Tracking of youth’s educational progress and coordinated communication with teachers and school administrators related to progress and needs • Provide psychoeducation and support to youth to assist with goal development specific to graduation, post-secondary education, vocational training, and job attainment. Facilitation of referrals to additional programming, as needed. • Develop collaborative partnerships with educational, vocational, and other community stakeholders • Organize and implement educational and vocational trainings, workshops, and events for youth, including members of the youth’s natural support system, when applicable • Provide individual and group services for life skill development and community service involvement • Communicate and coordinate with all members of the youth’s treatment team • Attend and participate in-service trainings, team meetings, professional development, and group and individual supervision, as applicable • Complete all necessary documentation, including all client records, narrative reports of assessments, progress reports, treatment plans, quarterly report submissions, and discharge summaries, in compliance with HIPAA standards. 	

- Actively participate and contribute to program and agency data collection and analysis for purposes of identifying trends, program development, and communication with the community
- Other duties as assigned

I have read and understand the above list of duties pertaining to the position and understand that it is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that may be required. I understand that duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Staff Signature

Date

Supervisor Signature

Date