Adoption Rhode Island
Children First, and Always.
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Job Description

Title	Education Specialist
Department / Program	Youth & Young Adult Services 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; Range $50,000-60,000/year (based on experience)
Education & Experience	• 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	• N/A
Skills & Values Required	Must possess and demonstrate: All-agency: • Alignment and commitment to values, mission, model, and vision of the agency • Commitment to equity, diversity, and inclusion • Awareness of local, national, and global events, trends, and best practices in the agency's fields of expertise • Competence and confidence in building internal and external transparent, positive partnerships that will further the agency's mission • Effective written and verbal skills • Data-informed decision-making Position-specific: • 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 • Strong organizational, system building & strategic decision-making abilities
Other Requirements	• 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. • Compliance with I-9 verification • Access to reliable transportation • Specific to staff-owned vehicles, staff must demonstrate: -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	• 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

Agency Core Tenets & Collaboration

- Maintain client confidentiality and conduct self in accordance with professional and ethical standards
- Assist the agency in assessing and providing effective, equitable, understandable, and respectful quality care and services that are responsive to diverse cultural beliefs and practices, preferred languages, mental and behavioral health literacy, and other communication needs.
- Participate in agency's development and community outreach activities.

Service Delivery

- 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
- Contribute to and directly participate in additional support programming, as assigned.
- 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

Adoption Rhode Island is an equal opportunity employer.