

Sample Wisconsin Works (W-2) Adult - Education Navigator Job Description

Job Summary

The W-2 Adult - Education Navigator will act as the primary support for W-2 Adults in need of completing their High School Diploma (HSD) or equivalency degree. The Education Navigator will work directly with the W-2 Adult to assess the proper HSD or equivalent completion track, assist the W-2 Adult with navigating the HSD/GED/HSED completion process, and coordinate and collaborate with local HSD/GED/HSED resources. The W-2 Adult - Education Navigator will meet with referred W-2 Adults on a minimum bi-weekly basis. Weekly contact is preferred.

Duties

1. Assess W-2 Adult for proper HSD or equivalency completion track.
 - a. Review State of WI [eligibility requirements](#) for HSD/GED/HSED with W-2 Adults.
 - b. Assist W-2 Adults in obtaining high school transcripts, if appropriate.
 - c. Review W-2 Adults HS transcripts to determine if HSD can be completed through a DPI request.
 - d. Educate W-2 Adult on HSD or equivalent completion options and discuss which option best fits that individual's needs.
 - e. Develop a plan for completion of one of the options discussed and subsequent activities necessary to work toward an identified goal, career, or occupation.
 - f. Ensure completion of TABE assessment by obtaining results of completed TABE within the prior six months, administering TABE assessment, or referring individual for TABE assessment completion.
2. Support W-2 Adults for HSD/GED/HSED preparation by assisting W-2 Adults with navigating the process
 - a. Assist W-2 Adult with registering for GED/HSED informational sessions.
 - b. Assist W-2 Adult with registering for GED/HSED orientation sessions.
 - c. Assist W-2 Adult with cost of GED/HSED testing by coordinating payment vouchers.
 - d. If applicable, assist W-2 Adult in requesting HSD through DPI.
 - e. Conduct bi-weekly check-ins with W-2 Adults to gauge progress on GED/HSED. Assist as appropriate with barriers.
 - f. Assess W-2 Adults needs and identify appropriate supports to aid W-2 Adults in education attainment. (e.g., provide supportive services such as supplies, offer quiet area for studying, provide transportation assistance)
 - g. Review and counsel W-2 Adults on studying/learning best practices (e.g., having a dedicated space for studying/learning at home, doing homework together with children, minimize distractions)
3. Coordinate and collaborate with local GED/HSED resources
 - a. Identify, connect, and establish referral system with local literacy and/or tutoring resources.
 - b. Ensure ongoing communication with W-2 Adult's FEP regarding cooperation, engagement, and progress on HSD or equivalent activities.
 - c. Identify, communicate, and collaborate with educational institutions and other resources, including community-based organizations, that provide GED/HSED services geared toward the specific challenges faced by the W-2 population.

- d. Conduct regular meetings among partners to discuss referrals, engagement, and challenges faced with W-2 Adult's GED/HSED activities.
- e. Identify and resolve issue related to referrals, engagement, and progress on GED/HSED completion.
- f. Assist with finding services that will improve education levels, including literacy, ESL, and other resources for further academic opportunities such as apprenticeship programs, tech and 4-year college programs.

Qualifications

Education: Bachelor's Degree preferred. Community College and/or Vocational School Degree with study in job related area or equal experience. Experience with teaching/tutoring a plus.

Experience: Demonstration of basic competency equivalent to graduation from high school plus not less than one year of college level education or equivalent training in the field of social work or related field; two years of experience working with diverse populations as an instructional aide, vocational technician, career counseling tech or similar service. For those without two years of experience, additional education such as a bachelor's degree in social work, education or similar may be substituted.

Skills: Required to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the function of the job include operating standard office equipment; preparing and maintaining accurate records; and utilizing pertinent software applications.

Knowledge: Required to perform basic math including calculation of fractions, percentage's and/or ratios; read technical information, compose a variety of documents and/or facilitate group discussions, and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes concepts of grammar and punctuation, study skills, test taking strategies, ESL strategies, and other basic education knowledge.

Connecting families with community resources and making referrals are just a few of the activities that staff will participate in to ensure that services and supports are happening in a coordinated way.