

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

### **Job Summary**

The W-2 Youth - Education Navigator will act as a support for high school aged youth in a Wisconsin Works (W-2) assistance group that are at-risk for not completing their High School Diploma (HSD) or equivalency degree. The Education Navigator will work directly with the youth to provide support for educational attainment, identify connections to supports and services that may address specific needs, connect youth with resources that assist in preparing for vocational training, college or technical school, and/or employment, and assist in referring youth to services that enrich and improve life skills.

### **Duties**

- Provide support for educational attainment (40%)
  - Develop relationships with the regional high schools.
  - Assist youth with re-enrolling in local high school if prior drop out and/or recently moved
  - Identify alternative educational options for students outside of the public-school system.
  - Assist youth with enrolling and completing GED/HSED, as appropriate
  - If youth is a teen parent, assist youth in finding suitable childcare options
  - Develop and maintain new and existing relationships with educational programs and institutions based on program needs and community trends.
  - Mediate and facilitate student disputes (e.g., assisting students with problem-solving strategies) including student social skills groups (non-counseling in nature) for the purpose of enhancing positive student behavior and appropriate social skills.
  - Provide supportive services, including but not limited to the following:
    - Technology – laptop/tablet
    - Mobile Internet/Hotspot
    - Transportation Assistance
    - Education Attainment Incentive (e.g., gift cards)
    - Basic School Supplies (e.g., notebooks, folders, pencils/pens, backpack, etc)
    - Other materials necessary to attend school (e.g., clothing/uniforms, winter coat, boots)
    - Home School Materials (e.g., desk, lamp, chair, headphones, webcam, whiteboard)
- Identify connections to supports and services to address specific needs (20%)
  - Collaborate with case managers and educational partners to assess youth and identify appropriate educational options and supportive resources (e.g., mentoring programs, literacy/ESL programs, tutoring programs).
  - Assist students with academic, attendance, and/or behavioral issues and assist parents and students in locating services (e.g., counseling, resource, and intervention referrals) to increase student success.
- Connect youth with resources to assist with vocational training, college or technical school, and/or employment (20%)
  - Serve as the primary education contact and coordinator for youth and involved staff, partners, and community agencies.

- Identify and connect with resources that provide youth with job readiness services such as occupational interests assessments, career goals and planning, job application process, and soft skills.
- Assist youth with referrals to services to enrich and improve life skills (20%)
  - Identify and connect with resources that support youth, such as Boys and Girls Clubs, Youth Build, and other services.
  - Identify and connect with resources that provide youth with information on basic life skills such as financial literacy, household management, family planning, communication, time management, decision making, and leadership.

### **Qualifications**

**Education:** Bachelor's Degree preferred. Community College and/or Vocational School Degree with study in job related area or equal experience.

**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 youth 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.

Experience working with the following preferred: Special Education Programming, Individualized Education Plan Assessment Process, Department of Vocational Rehabilitation, truancy issues, drop-out prevention strategies, alternative school programming.

**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, percent'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.

Connecting families with community resources, making referrals, assisting with transportation, and participating in child and family team meetings are just a few of the activities that staff will participate in to ensure that services and supports are happening in a coordinated way.