

COALITION FOR HISPANIC FAMILY SERVICES
Job Posting

Job Title: Education Coordinator
Department: Foster Boarding Home
Reports To: Director of Foster Boarding Home Support Services
Date Available: Currently Available
Date Posting: August 28, 2018
Deadline to Apply: September 5, 2018

To apply:

Submit a resume and cover letter with qualifications to Vladimir Carvajal, Director of Foster Care Support Services by 5PM on September 5, 2018, at amunoz@hispanicfamilyservicesny.org

Position Summary

The Education Coordinator will coordinate access to educational resources and monitor the educational development of children and youth in foster care. Additionally, the Coordinator will work as part of a team of social workers, educators, clinicians, consultants, and program administrators in the development of comprehensive age-appropriate, and culturally relevant treatment plans.

He or she will be responsible for engaging in an extensive networking initiative with public school programs, guidance counseling personnel, special education teams, private schools and programs, after school education and tutorial programs, high school admissions, college counseling personnel and/or programs, community based organizations, youth serving agencies and programs, and other relevant community resources.

The candidate will also conduct individualized educational counseling, coordinate educational evaluations, make referrals for tutorial services, attend special education conferences, intervene in school conferences when necessary, and advise college-bound youth.

The coordinate will work closely with the Independent Living Coordinator in the delivery of independent living services. He or she will also serve as an advocate for independent living youth.

Responsibilities

1. Interpret and assist with compliance of education intervention in all ACS required reporting.
2. Provide caseworkers with technical assistance regarding education interventions.
3. Conduct on-going interaction with school/social work/teaching staff, in order to improve the quality of education, and to strengthen agency and school relationships.
4. Monitor special education processes, to include attending conferences, and initiating referrals.
5. Identify and coordinate external educational resources in the areas of:
 - a. Academic tutorial/enrichment
 - b. After school education/programs
 - c. Arts and cultural programs
 - d. Sports and recreation programs
 - e. Private education
 - f. Scholarships
 - g. Youth development programs
 - h. Summer school, evening school
6. Conduct career awareness and job development workshops.
7. Monitor and assist with high school placement and college application process, to include financial aid counseling.
8. Collect school report cards, Special Education IEP's, and other progress reports on a periodic basis.
9. Intervene in school hearings, to include: a faith hearing, suspensions, transfers, disciplinary.
10. Participate in case conference and service plan reviews.
11. Assist with the delivery of independent living services.
12. Maintain client database.
13. Attend training and conferences.
14. Complete other related department duties as assigned.

Qualifications – A master's degree in education, social work, or counseling, or related field with direct experience in the area of coordinating educational services is preferred, or a bachelor's degree and significant experience in either social work, youth service, training, counseling, administration, of human services. Possess effective counseling skills, extensive knowledge of the public school system, outstanding communication and organizational skills and the ability to conduct extensive goal directed networking. The person must be computer literate. Bilingual/bicultural (Spanish) is highly preferred.