



Coalition for Hispanic Family Services

Job Title: Young Adult Success Specialist
Department: Fair Futures Program
Reports To: Program Director
Date Available: Immediately
Date Posting: October 14, 2020
Deadline to Apply: Until Position Filled

To apply: Submit a resume and cover letter with qualifications to Holly Smeltzer, Program Director, at hsmeltzer@hispanicfamilyservicesny.org.

Summary of Position: The Young Adult Success Specialist works with young people ages 14-21. The specialist is responsible for building positive relationships with young people and works in collaboration with Coaches to assist young people with their goals. The specialist also provides “targeted services” (or specific services, such as filling out college or job applications) to young people who do not want to participate in longer-term coaching. The specific interactions are always driven by the young person, and where that young person is on their journey.

Summary of Program: The Fair Futures Program is funded by NYC ACS and several private foundations to provide specialized support to young people in foster care resulting in improved outcomes in education, employment and permanency. Utilizing a trauma informed approach, the Fair Futures staff will work in collaboration with FFC and TFFC case planning staff while specifically providing youth with the academic, coaching and emotional support they need to:

- Succeed in middle school and prepare for success in high school;
- Graduate high school;
- Persist in post-secondary settings;
- Build progressive career development experiences in line with their interests and academic plans to help them move into a living wage career pathway;
- Achieve permanency and build a network of positive adult and peer supports;
- Access and maintain affordable housing and gain independent living skills.

Summary of the Agency: The Coalition for Hispanic Family Services is a multi-service agency serving children and families of North Brooklyn and Queens. These include foster care, adoption, youth development, primary health care, mental health, HIV/AIDS case management, community health education and outreach, in-service internships and after school education.

The duties of the Young Adult Success Specialist are as follows:

- Work with young people to achieve College Specific Goals, including, but not limited to:
 - Meet with young people interested in college to have an exploratory/ informational session, after they are referred by their Coach or Case Planner, discuss roadmap/timeline at their particular high school or HSE program;
 - Monitor Pre-SAT/SAT scores of those students who do take them, and meet with them to discuss/refine college options;
 - Organize college tours;
 - Help young people apply to college in line with their interests, preference and performance;
 - Assist students with college essays and personal statements, where needed;
 - Review any college applications or financial aid forms filled out by the student’s school/guidance counselor to ensure they are correct;
 - Sit down with students and help them apply to FAFSA, TAP, ETV and all applicable scholarships, including reviewing their essays and helping with letters of reference;
 - Ensure that students apply to any Opportunity Programs available to them;
 - Ensure students are signed up for any entrance interviews/exams;
 - Fill out all of the required paperwork for the College Dorm Project and Foster Care Room & Board, if applicable;
 - Reach out to students to ensure they are enrolled in the proper classes each semester, and assist with enrollment;
 - Help young people reapply to all forms of financial aid and scholarships each year;
 - Assist students with transferring colleges, if needed.
- Work with young people to achieve career development goals, including, but not limited to:

- Oversee and onsite job readiness program (s,) including enrollment and scheduling of program cycles;
- Oversee internship programs and assist young people to identify, apply for and enroll in appropriate internship programs;
- Conduct careers assessments with young people;
- Help young people create, update and /or refine resumes;
- Meet with young people who are not on a college-bound track (or who have left college) to explore alternative post-secondary pathways and career paths in line with their interest and skills;
- Advise young people on vocational, other post-secondary programs and pathways after college;
- Help young people apply to external programs, including vocational and workforce development programs (after speaking with their Coach ;)
- Meet with young people who are enrolled in college to do career planning;
- Build relationships with external programs and employers to serve as pipeline;
- Assist with job applications, where needed;
- Check-in with employers after the 3-month, 6-month and 1-year mark to verify persistence.
- Work with young people to achieve housing goals, including, but not limited to:
 - Work with young people who are aging out to submit all forms of housing applications by age 19;
 - Check-in on young people's application status and follow-up with NYCHA/ supportive housing residences, as needed;
 - Help young people apply to permanent housing, when applicable, by helping them obtain Section 8 vouchers, apply to the NYC affordable housing lottery, etc.
- Maintain Preparing Youth for Adulthood/Independent Living (PYA/IL) program content/ database including, but not limited to:
 - Entering PYA and Discharge checklists into ACS system;
 - Design and facilitate, or recruit facilitators for youth workshops (ages 14-21) to address:
 - College/ Post-Secondary Access, Career Development, Housing/Independent Living.
- Attend Trainings and Conferences including, but not limited to:
 - ACS, Fair Futures, Agency Wide, Program Specific.
- Documentation including, but not limited to:
 - Connections;
 - ACS Remote Access;
 - Fair Futures Dashboard;
 - Support Program Director in data collection for analysis and submission to ACS/ Fair Futures.
- Other tasks assigned by supervisor(s.)

Qualifications: Young Adult Success Specialist should have a Master's Degree and at least two years of relevant experience working in college, career development or housing services. Experience working with at-risk or system-involved young people is strongly preferred. Bilingual in Spanish preferred.

Successful Young Adult Success Specialist's Need:

- Strong written and verbal communication skills;
- Strong organizations skills and attention to detail;
- Strong time-management skills;
- Ability to effectively collaborate in team settings and build relationships with internal and external partners;
- Ability to troubleshoot, advocate and navigate obstacles where there is not always a clear-cut pathway;
- Open to learning how to use and interpret data to inform decision-making;
- Ability to navigate complex educational issues, be resourceful and work independently;
- Ability to work from a strength-based, trauma-informed, youth development lens.

Additionally, the ideal candidate is compassionate, warm and empathetic with a love for working with young people. He/She/They have a strong ability to relate to young people, engage them in conversation and provide support and encouragement. He/She/They are consistent and reliable. He/She/They value and promote diversity and believe that change is possible. He/She/They are able to remain calm during moments of tension and stress.

Schedule: 35 hours per week (Monday - Friday from 9am-5pm, with occasional evenings and weekends, depending on need of youth and/or program.)

Compensation: Commensurate with experience.