



## Coalition for Hispanic Family Services

**Position:** Los Caminos-Fair Futures Education Specialist  
**Agency/organization:** Coalition for Hispanic Family Services  
**Reports To:** Director of Fair Futures  
**Date Available:** Immediately  
**Date Posting:** January 5, 2023  
**Deadline to Apply In-house:** January 19, 2023  
**Deadline to Apply Externally:** Until filled

To apply: Submit a resume and cover letter with qualifications addressed to Tiffany Myrick, Director of Fair Futures, via Email at [tmyrick@hispanicfamilyservicesny.org](mailto:tmyrick@hispanicfamilyservicesny.org) .

### **About Coalition for Hispanic Family Services & Fair Futures:**

The Coalition for Hispanic Family Services (CHFS) is a community-based, family-focused organization of color providing an array of services to children and families in North Brooklyn and Western Queens. For over 30 years CHFS has worked with vulnerable populations that include children in foster care, seriously emotionally disturbed children, as well as youth and families at risk of abuse and neglect. CHFS supports the strengthening of families in communities through the provision of family support, youth development and school-based programs. The provision of accessible, high-quality family support, youth development, child welfare, health and mental health services to these vulnerable populations is central to our holistic approach of strengthening families in a culturally competent manner.

Fair Futures is a **youth-led advocacy movement** and **coalition of 100+ organizations** advocating for all young people in New York City's foster care system to have access to the individualized supports they need to achieve their potential. The Fair Futures model has been implemented at all 26 foster care agencies, including **Coalition for Hispanic Family Services (CHFS)**. The name of CHFS' Fair Futures program is **Los Caminos**

### **Education Specialist Position Summary:**

**The Education Specialist** will coordinate access to educational resources and monitor the educational development of children and youth in foster care. Additionally, the Specialist 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.

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

We respectfully ask a minimum **1-2 year** commitment to this role, given the importance of young people having consistent and caring adults in their lives.

### **Education Specialist Responsibilities:**

**WORK WITH STUDENTS AND THEIR FAMILIES, PROVIDING EDUCATIONAL ADVOCACY AND ENSURING STUDENTS ARE RECEIVING THE SUPPORTS/SERVICES THEY NEED TO SUCCEED.**

- Interpret and assist with compliance of education intervention in all ACS required reporting;
- Conduct on-going interaction with school/social work/teaching staff/external providers, in order to improve the quality of education, and to strengthen agency and school relationships;
- Provide individualized assistance with students and their families;
- Monitor special education processes, to include attending conferences, and initiating referrals;
- Identify and coordinate external educational resources in the areas of:
  - Academic tutorial/enrichment
  - After school activities
  - Arts and cultural programs
  - Sports and recreation programs
  - Private education
  - Scholarships
  - Youth development programs
  - Summer extracurricular activities
  - Summer school, evening school
- Monitor the academic performance of students in school;
- Collect school report cards, Special Education IEP's, and other progress reports on a periodic basis;
- Participate in case conference and service plan reviews;
- Collect, review, and track NYC DOE monthly data on attendance, grades, promotion status, school enrollment, tutoring history, transcripts, etc.;
- Refer all students to quality tutoring, following up regularly regarding the students' needs;
- Attend mandatory & optional training and conferences;
- Advocate for students with complex or ongoing educational needs to ensure every student has access to short-term/long-term services and opportunities;
- Secure representation for students with disabilities to be successful;
- Complete other related department duties as assigned.

### **Benefits of being an Education Specialist & Supports Provided:**

#### **Benefits include:**

- Participate in a movement that is changing the landscape of child welfare
- Make an immediate impact in the lives of young people by helping them carve out a pathway to success in life as they define it
- Join a community of mission-drive, passionate individuals

#### **Supports you will receive:**

From day one, you will join our *Fair Futures Training & Learning Academy*. You will learn:

- The latest techniques in youth engagement
- How to navigate the educational, career, and housing systems and resources in NYC
- How to use the Fair Futures goals and steps tracking platform

You will also receive ongoing support to help you become a fully empowered and knowledgeable professional. This includes:

- 1:1 professional development and empowerment coaching
- 1:1 technical assistance
- Access to an array of voluntary professional development supports
- Membership to our Learning Communities, where you can share best practices, problem-solve with peers, and network with the other foster care agencies.

## **QUALIFICATIONS**

The Education Specialist role is **not an entry-level role; experience working with young people** in a professional setting is required. Candidates should have either:

- A Master's Degree in social work, education, counseling, youth development or related field and at least two years of education-related experience;
- A Bachelor's degree and at least 5 years of education-related experience in an instructional, administrative, or advocacy-related position;

**To be effective in their role, the Education Specialist should ideally be tenacious, independent, proactive, and can follow detailed procedures.** The Education Specialist should 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. Experience working with students and families in foster care is strongly preferred. Bilingual in Spanish is preferred.

## **RELATIONAL SKILLS:**

- Ability to work from a strength-based, trauma-informed, youth development lens;
- A love for working with young people;
- Ability to relate to young people, engage them in conversation, and provide support and encouragement;
- Ability to form collaborative, working relationships with parents/families, school and agency staff
- Consistent and reliable;
- Ability to think outside the box and employ creative approaches;
- Values and promotes diversity;
- Carries a belief that change is possible;
- Able to maintain healthy boundaries;
- Able to remain calm during moments of tension and stress.

## **TECHNICAL & PROFESSIONAL SKILLS:**

- Strong written and verbal communication skills;
- Strong time-management, organizational skills, and attention to detail;
- 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 collaborate in team settings and build relationships with external partners;
- Ability to use trauma-informed techniques;
- Knowledgeable about youth resources and services;
- Ability to facilitate peer groups;
- Flexible and can work independently.

**SCHEDULE**

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

**COMPENSATION**

[\$48,000-\$56,000] based on experience and credentials.

Excellent benefits package, ample vacation and sick days.

To apply for this position please send your cover letter and resume to

[tmyrick@hispanicfamilyservicesny.org](mailto:tmyrick@hispanicfamilyservicesny.org).

Applicants will not be considered without a cover letter.

Coalition for Hispanic Family Services is an  
Equal Opportunity Employer committed to diversity in the workplace and leadership opportunities  
for people of color.