

JOB DESCRIPTION

TITLE: Chippewa Fresh Start Teacher/Transition Coordinator (LTE1)
DEPARTMENT: Project Employment
SUPERVISOR: YouthBuild Director
STATUS: Salaried Exempt
LOCATION: NWCEP - Ashland

SUMMARY

The Teacher/Transition Coordinator for the Chippewa Fresh Start Program is responsible for working to assist at-risk young adults, ages 17-24, to obtain their high school diploma/GED, and enter post-secondary education. The Coordinator will provide transitional services, career development, youth leadership training, and follow-up services for all CFS members.

ACKNOWLEDGEMENT

*This Job Description is intended to be an accurate reflection of the principal elements of the job for which it was written. **It should not be construed as a description of all requirements but merely a guideline.** It will be updated from time to time to reflect changes and/or additions. One may be required to perform other duties as assigned by a supervisor or management. This job description is not a contract for employment, and either you or Northwest Wisconsin CEP may terminate employment at any time, for any reason.*

ESSENTIAL FUNCTIONS

TASKS

Education Attainment

- Oversee educational/academic and youth leadership development components
- Assist members to develop community/service-learning components
- Provide actual classroom instruction to members, in a group and one-on-one setting
- Collaborate with WITC GED program.
- Develop post-secondary education opportunities for CFS graduates

Transitional Services

- In collaboration with Case Manager/Job Developer provide pre-employment, education, and, job search opportunities for students.
- Ensure smooth transition for CFS members into post-secondary education and/or employment.
- Provide monthly follow-up and maintain information on all graduates for at least 2 years

- Become resource for CFS staff to assure all students leave with a complete portfolio and PACT certification.

Other Responsibilities

- Responsible for overall program retention, data collection and documentation for YouthBuild and AmeriCorps grant reporting.
- Attend monthly evaluations on all members with other CFS staff.
- Program recruitment and youth enrollment.
- Become familiar with CFS YouthBuild and AmeriCorps grants and collaborate effectively with the 3 partner agencies.
- Participate in weekly staff meetings and monthly meetings with all partner agencies.
- Youth transport as needed.
- Other duties as assigned by the YouthBuild Director.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential functions.

| ACTIVITY | REGULARLY 70-100% | OCCASIONALLY 40-70% | SELDOM 10-40% | NEVER 0-10% |
|--|------------------------------|--------------------------------|--------------------------|------------------------|
| Standing | | X | | |
| Sitting | | X | | |
| Walking | | X | | |
| Lifting Waist to Over Head (Max 50 lbs) | | | | X |
| Lifting Floor to Waist (Max 50 lbs) | | | | X |
| Use of Hands and Fingers | X | | | |
| Talking | X | | | |
| Hearing/Listening | X | | | |
| Vision-Near/Far/Depth Perception | | | X | |
| Other Specify: | | | | |
| | | | | |

QUALIFICATIONS

To perform this job successfully, an employee must be able to perform each essential duty satisfactorily and must:

- Be able to maintain a high level of confidentiality

- Be punctual and maintain appropriate appearance
- Demonstrate proficiency with a variety of Windows-based software applications (Word, Excel, Access, Publisher, and Power Point)
- Possess strong communication, listening and critical thinking skills.
- Be able to work independently
- Have experience working with at-risk young adults
- Understand the issues and cultures facing at-risk young adults
- Must have respect for the ideas, capabilities, and intelligence of young adults
- Possess good organizational and time-management skills with the ability to prioritize daily activities, anticipate changes, and meet all grant requirements and deadlines.

EDUCATION AND / OR EXPERIENCE

- BS/BA in education or related field
- 3 yrs. experience working with at-risk youth and providing career guidance

EQUIPMENT SKILLS

- Ability to utilize a computer, software, internet, email and various social media outlets.

LICENSES, CERTIFICATIONS, AUTHORIZATIONS REQUIRED

- Valid driver's license
- Must have an insured dependable vehicle
- Must meet agency insurability requirements

WORK ENVIRONMENT

- While performing the duties of this job, the employee regularly works in an office/classroom setting providing direct educational services to at-risk youth.

Northwest Wisconsin Concentrated Employment Program, Inc. is an Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities