

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE: Education Navigator

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
B	2	3	Non-Exempt	Resident Services	Resident Services Manager

CLASS SUMMARY:

This position is a grant-funded part-time position that will support program participants ages 15-20 and their families in completing their FAFSA forms and navigating other aspects of the postsecondary education system (such as readiness, application, financing, adjustment, and persistence), through a combination of community-based outreach, direct assistance/case management, and referral to relevant services and resources.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Ensures college readiness by developing educational plans with families, including: selection of appropriate schools; conducting meetings with students performing poorly in school; ensuring regular school attendance and graduation; readiness for standardized testing; and promoting parental involvement in children’s education.
2.	Prepares referrals for youth that require tutoring, educational afterschool services, and other services.
3.	Conducts visits with schools and families to ensure academic success of children.
4.	Encourage parents and students to enroll in financial literacy program with a goal of saving into individual development accounts (IDAs) to save money for college.
5.	Assists students in application process for postsecondary education, especially including completion of the FAFSA form, applying for other financial aid, application to schools.
6.	Support the first year transition to college by maintaining positive contact and providing assistance, referrals or guidance when needed.
7.	Maintains case notes and uses case management database to track family and student progress and outcomes.
8.	Plans and promotes academic recognition programs and other education-related activities for students.
9.	Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE (positions in this class typically require):

Associate’s degree in Social Work or related field; 1-3 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (positions in this class typically require):

Licensing Requirements:

- Wisconsin Driver’s License

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Educational plan development;
- Community-based resources, programs, and services offered;
- Standardized test requirements;
- FAFSA and college financial aid and application forms;
- Principles and practices of mentoring students;
- Federal, state, and local laws, rules, and regulations;
- Case management principles and practices;
- Department programs and operations.

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Independent Judgment/Decision Making/Problem Solving:

Performs tasks and duties under general supervision, using established procedures and some innovation. Chooses from limited alternatives to resolve problems. Occasional independent judgment is required to complete work assignments. Often makes recommendations to work procedures, policies, and practices. Refers unusual problems to supervisor.

SKILLS (position requirements at entry):

Skill in:

- Developing educational plans;
- Completion of application forms and financial aid forms;
- Referring families to appropriate services;
- Mentoring students;
- Responding to student crises;
- Planning events and activities
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, clients, the general public, and others sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

SIGNATURES:

EMPLOYEE

SUPERVISOR