

Child and Family Charities

Job Posting

Vocational/Educational Specialist- Gateway Youth Services division

Position Summary: Provide case management services specifically around education and vocational training to the residents of the Kevin J. Moody Youth Home, an emergency shelter and transitional living program for runaway and homeless youth ages 12 through 21.

Qualifications:

- Bachelor's degree with a major in a human behavioral science from an accredited university, or a major in Education or other degree with 25% of credits in a human behavioral science
- Must pass background check to include Central Registry Clearance and Police Records
- Must have reliable transportation to transport clients. Must have valid driver's license and current auto insurance.
- Experience working with vulnerable populations, preferably adolescents
- Effective oral and written communication skills
- Knowledge of educational and vocational community resources

Duties and Responsibilities:

- Conduct education and vocational assessments to determine the strengths and needs of each resident. Evaluate youths' abilities, aptitudes, interests, experiences, skills, health, and education using evidence-based tools.
- Reduce/Eliminate disruptions to education as youth transition into and out of the shelter by communicating and effectively planning with each school's McKinney-Vento Liaison
- Connect clients to community resources that will aide them in achieving their personal goals including, but not limited to, Literacy Coalition, Michigan Works!, services offered through the public school systems (tutoring), ESL classes, GED prep courses
- Check in with the resident's school on a regular basis regarding attendance, grades, and any behavioral concerns. Work with each resident to improve school status.
- Communicate with parent/legal guardians of minor resident's as to academic and vocational status.
- Help youth apply for post-secondary education options, including financial aide/supports
- Assist youth with career planning. Set long and short-term goals to work toward career readiness.

Hours and Work Conditions:

- 37.5 hours per week. On site in the Youth Home during traditional school hours

Resume and Cover Letter:

Liz Gonzalez, Director of Administration
Child and Family Charities
4287 Five Oaks Drive
Lansing, MI 48911
liz@childandfamily.org

*We are an Equal Opportunity Employer
In our agency and the communities we serve
we celebrate and value diversity, equity, and inclusion*

Posted: 10.01.2020