



Coalition for Hispanic Family Services

Position:	College & Career Development 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.

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**.

As a Fair Futures College & Career Development Specialist, you will:

- Be part of a successful, innovative, and collaborative movement that is changing the landscape of child welfare;
- Join a community of over 400 mission-driven, passionate professionals across 26 foster care agencies;
- 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;

The overall goals of the Fair Futures program model are to help young people:

- Build trusting relationships and a network of positive adult and peer supports;
- Prepare for and graduate from high school;
- Connect to and persist in post-secondary settings;
- Engage in career exploration and career development experiences in line with their interests to help them eventually navigate onto a living wage career pathway;
- Access and maintain stable, affordable housing if they are exiting foster care and gain independent living and life skills.

College & Career Development Specialist Position Summary:

The College & Career Development Specialist is a full-time, trained professional that works alongside coaches to support young people between the ages of 14 and 26 that currently are in or have been in foster care, with their College and/or Career goals. When a young person is unsure of their goals/interests, the specialist will help them explore and expose them to potential opportunities. The specialist supports young people by connecting them to schools, programs, and opportunities in line with their goals/interests.

*We respectfully ask a minimum **1-2 year** commitment to this role, given the importance of young people having consistent, caring adults in their lives, and the significant investment our team will make into supporting and developing the College & Career Development Specialist.*

College & Career Development Specialist Responsibilities:

College & Career Development Specialist job duties can include, but are not limited to:

- Meeting with young people interested in college to have an exploratory and informational session, after they are referred by their Coach, and discuss what that roadmap/timeline would look like for them at their particular high school or HSE program;
- Monitor Pre-SAT/SAT scores of those students who test, and meet with them to discuss/refine college options;
- Organize college tours;
- Help young people apply to colleges in line with their interests, preferences, and performance as well external programs, including vocational and workforce development programs (after speaking with their Coach);
- 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 Choice Program 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, if needed;
- Help young people reapply to all forms of financial aid and scholarships each year;
- Assist students with transferring colleges, if needed.

- 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 interests and skills;
- Advise young people on vocational, training, other post-secondary programs and pathways other than 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, when needed;
- Check-in with employers after the 3-month, 6-year, and 1-year mark to verify persistence.

QUALIFICATIONS

The College & Career Development Specialist role is not an entry-level role. Experience working with young people in a professional setting is required.

As helping young people enroll and persist in post-secondary settings is one of the goals of the Fair Futures model, it is important for the College and Career Development Specialists to have a post-secondary credential. Candidates should have either:

- **A Bachelor's degree and at least two years of relevant experience working in college, career development, or housing services (depending on the role). Experience working with at-risk or system-involved young people is strongly preferred.**
- **An Associate or accredited vocational degree, and 3+ years of experience of relevant experience working in college, career development, or housing services (depending on the role). Experience working with at-risk or system-involved young people is strongly preferred.**

To be effective in their role, the College and Career Development Specialist must have strong written and verbal communication skills. While the ability to build relationships with in-house colleagues and external partners is paramount to their work, the Specialist also needs to have strong organizational, time-management, and technical skills to help young people make progress toward their goals, track data, and navigate NYC's systems and resources. The specialist will receive all the support and training they need to achieve success with the youth they serve, and must have a propensity and willingness to learn, persevere, and think outside the box.

RELATIONAL SKILLS

The College & Career Development Specialist will interact with young people from across the program. The relational qualities of a successful specialist include:

- 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 navigate complex educational issues, be flexible, resourceful and work independently;

SCHEDULE

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

Compensation

\$51,000 to \$58,000 based on experience and qualifications.

Good benefits package, ample vacation and sick days.

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

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.