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[www.jacksonstreet.org](http://www.jacksonstreet.org)

**POSITION:** Educational Outreach Worker

**PURPOSE:** To work directly with homeless, runaway, or otherwise vulnerable youth and young adults who are disengaged from education (or at-risk); providing support for the youth to reconnect with educational paths; provide internal resources and make external referrals to maximize youth's educational success now and in the future; and build and maintain relationships with school personnel and McKinney-Vento liaisons to ensure all unaccompanied youth receive harm reduction and other supportive services in the three-county region. This position is focused on removing barriers for disconnected youth, and those at-risk, by building bridges to their school and community in order for them to receive necessary supports to re-engage in the educational system.

**QUALIFICATIONS:** Some combination of relevant college courses and work experience in human services or related fields, with an emphasis on education and/or with vulnerable youth populations. Experience working with community partners and social services agencies. An understanding and knowledge of adolescent development, evidence based practices, and solution focused case management approaches to address objectives. Maintain an ability to work effectively both independently and as a member of a collaborative team. Demonstrate cultural sensitivity and ability to work with people from diverse cultural backgrounds, maintain confidentiality, engage in respectful and collaborative problem solving, and present with a professional appearance appropriate to the position. Must be able to pass a criminal history check, be an approved driver, and be able to make at least a one year commitment to the position. **An applicant who is bi-lingual/bi-cultural or a One Circle facilitator is preferred.**

**DUTIES:**

***General/Administrative-***

- Maintain a working relationship with colleagues, program partners, volunteers, and student interns
- Be a role model for other staff, volunteers, interns, and youth, in terms of behavior, communication, conflict resolution, problem-solving, boundaries, etc.
- Assist in training and supervision of interns and volunteers
- Maintain professional boundaries with all Jackson Street training volunteers and interns. Support with the coordinating and matching of volunteers to youth and projects in various services within the outreach team
- Maintain knowledge and understanding of organizational continuum of care
- Make appropriate referrals to internal shelter and housing programs, case management, mental health, and life skills services
- Provide access to basic need resources and referrals for community services
- Conduct crisis intervention and collaborative problem solving, as needed
- Assist in connecting youth to organizational services or other brief contact services, using harm

reduction best practices

- Assist with community presentations, booths, and events
- Be an active member of the Overnight Shelter relief team to provide coverage, as needed
- Maintain and implement all Jackson Street policies, procedures, and Memoranda of Understanding/Contracts
- Maintain records and statistics in accordance with Jackson Street standards
- Attend required meetings (internal and external)
- Participate in training and professional development activities
- Meet with supervisor, the Outreach Program Manager, as directed
- Perform other duties and assist in projects as directed

#### ***Educational Outreach and Assistance-***

- Engage with youth who are considering leaving or have left school, to identify and overcome barriers
- Support unaccompanied youth educationally (school registration, connecting to McKinney Vento staff, school supplies/fees, sports/club supplies/fees, housing, IEP/504 meetings, suspension/expulsion hearings, threat assessments, support groups, graduation, etc.)
- Support unaccompanied youth to continue education after high school (FAFSA and scholarships, homeless verification letter, school/program application and other financial aid)
- Maintain and implement structure of school teams, providing a consistent presence at schools in all three counties Engage in the surrounding schools to build relationships with students and staff and understanding of local culture, geography, demographics, needs, and economic conditions
- Provide educational, recruitment, and awareness presentations in schools and the community
- Assist in connecting youth to organizational services or other brief contact services, using harm reduction best practices
- Assist students, especially those who are unaccompanied, to complete their education, connecting to McKinney-Vento staff
- Connect students with an Academic Coach and other education supports
- Coordinate and facilitate One Circle and other support groups within schools and other outreach settings
- Establish and maintain relationships with each school district's McKinney-Vento liaison and maintain a presence on all surrounding Youth Service Teams

#### ***Youth Service Center and Drop-In Centers-***

- Provide education support to youth, such as open education hours and academic coaches
- Provide direct supervision to youth accessing education services
- Maintain pop-up drop-in equipment and supplies; implement in schools
- Stock and maintain education supplies
- Implement pop-up drop-ins at schools
- Help maintain physical appearance of sites

**PAY & BENEFITS:** Pay starts at \$13.50 an hour with a raise to \$14.00 at the end of the training period. Benefits include paid time off and holiday pay; substantial employer contribution toward medical insurance; voluntary dental and vision plans; and participation in the OregonSaves retirement plan. Employees have access to extensive learning and development opportunities related to youth homelessness, along with job-specific opportunities to improve professional knowledge and skills.