



Title: College and Career Specialist, Communities In Schools of Memphis

Reports to: College & Career Program Manager

Classification: Exempt

Status: Full Time

College and Career Specialist (CCS)

About Communities In Schools of Memphis

The **mission** of Communities In Schools of Memphis (CISM) is to surround students with a community of support, empowering them to stay in school and achieve in life. The **vision** of CIS of Memphis is to strengthen our communities by addressing non-academic barriers to ensure schools have equitable access to services and interventions, empowering students to graduate from high school prepared for post-secondary opportunities. The organization's core values are *passion, diversity, innovation, community and integrity*.

At CISM, we are “all-in” for kids. It is our passion - it is our mission. At CISM, we partner with Shelby County Schools and the Achievement School District, to provide resources and create communities of caring adults who work hand-in-hand with educators to make sure young people have the tools they need to stay in school and achieve in life.

Through the implementation of our evidence based model of Integrated Student Supports and our uniquely designed College and Career Readiness Programming, this school year we expect to connect approximately 8,400 students in 21 schools to targeted interventions, services, and life changing programming by bringing *community resources into schools*, thus mitigating and eliminating non-academic barriers to student achievement. CISM embeds full-time Student Support Specialists and College and Career Specialists in schools to individually case manage students as well as connect the whole school to services. The CISM Care Coordination Program empowers families to make seamless connections to critical community-based resources that are tailored to meet the specific needs of the whole family through the delivery of intensive case management services in order to produce successful outcomes for children, advance families towards economic self-sufficiency, and living a life in accordance with their dreams. We achieve this mission by hiring bright, creative, and innovative team members who have a passion for what we do. Going forward, the organization is preparing to deepen its reach and impact and to thrive amid a resulting period of significant organizational growth.

At CISM, we are proud to be an equal opportunity employer for the benefit of our employees and community. Being smart and good at what you do is all that matters.

Brief Job Summary:

CIS of Memphis is hiring one (1) College and Career Specialist to join our team in fall of 2020 for school based work located throughout **Memphis** high schools. The College and Career Specialist will be responsible for planning, managing and implementing college and career support to high school seniors by helping them define their career aspirations and identify community college programs, and/or training to meet those aspirations and achieve their educational goals. The College and Career Specialist will empower students to make informed decisions regarding career and educational

plans in preparation for success in post-secondary education and training. This will be achieved in part by providing resources to strengthen basic skills, develop employability skills, and offer opportunities for work experience. We are looking for passionate individuals who want to work with adults and students in a school environment. Bring your passion, entrepreneurial spirit, strong work ethic, and strong concern for the needs of children, youth, and their families to our team!

Essential Duties and Responsibilities of a College and Career Specialist

- Build and maintain sustainable relationships with school partners, students, and families
- Recruit and complete the enrollment of eligible students into WIOA and CISM services
- Lead the annual needs assessment process. This process will be based on multiple data sources including data collected by school districts, county and schools as part of overall Opportunity Youth initiatives; surveys and discussions with staff, parents and students.
- Coordinate and lead the delivery of evidence-based services based on best practices and risk-factor research. Targeted and sustained services will be coordinated and provided at the school site for specific students who are identified as having the greatest risk of eventually dropping out of school. This includes ongoing case management and direct support for students, including goal setting and individual/group sessions and some opportunities for individual, intensive support services.
- Assist students with identifying personal interests and life goals by administering aptitude tests
- Incorporate various methods to provide basic skills remediation for students; tutoring and study skills training that will lead to literacy and numeracy skill increases
- Provide students with an opportunity to explore careers and understand labor market information, using a variety of career exploration tools and experiences
- Work with students to increase communication skills, interviewing skills, writing skills, and appropriate work attire suggestions as it relates to the workplace. Review students' resumes and cover letters and provide feedback.
- Assist students with job search skills, making contact with prospective employers and completing job applications
- Collaborate with Work Experience Specialists to provide work experience activities to youth that offer career exploration and skill development to enhance the youth's work readiness skills
- Collaborate with Work Experience Specialist to ensure youth successfully complete the program with employment at least 25 hours per week or entry into the military and appropriately document into VOS
- Work with students to ensure High School diploma or GED is attained
- Responsible for collecting all appropriate documentation to ensure reimbursement of supportive services and incentives

Successful Candidates possess the following skills and competencies:

- Has passion for, sensitivity to, and strong concern for the needs of children, youth, and their families
- Possesses high level interpersonal and communications skills; high degree of comfort relating to diverse ethnic populations and audiences
- Embraces metrics and data-driven reporting to share and promote the success of CIS programs
- Possesses the integrity and determination to work both independently and as a member of a team, willingly asks for help when needed
- Is curious about best practices in integrated student services and persistent in adapting and adjusting CIS programs as new trends emerge
- Applies basic child and adolescent development principles utilizing a trauma-informed lens;
- Has experience with restorative practices, school-level attendance and behavior improvement strategies and student-centered supports
- Takes initiative and is innovative
- Manages multiple tasks effectively and remains focused across a variety of priorities

- Thinks strategically and works toward practical goals and outcomes
- Possesses the flexibility to accommodate evolving and unanticipated needs of a start-up project
- Has solution-oriented abilities to navigate complex school environments
- Is detail-oriented and committed to follow-up and follow-through
- Has solid computer skills including Microsoft Word, Excel and PowerPoint as well as database experience.

Education/Prior Experience:

- Bachelors in Social Work, Counseling/Psychology, Youth Development or Education, with a preference for Masters level Social Work or Counseling/Psychology degree
- Demonstrated relevant work or volunteer experience in education, social services, mental health or a related field desired
- Knowledge of the CIS philosophy, process, history, and network a plus

HOURS:

- This is a full-time position. Working hours are generally 8:30 - 5:00 p.m., however it is expected that this person will have a flexible schedule and will work additional hours occasionally to accommodate evening and weekend activities and reporting deadlines. During the COVID-19 pandemic, employees are allowed to telecommute only if their job duties permit it.

BENEFITS

Compensation is commensurate with experience and includes a comprehensive benefits package.

- Salary Range for the position: 44k - 47k
- Health Care Plan (Medical, Dental & Vision)
- Long Term and Short Term Disability
- Retirement Plan (401k)
- Life Insurance (Basic, Voluntary & AD&D)
- Paid Time Off (Vacation, Sick & Public Holidays)

Target Hire Date: December 7, 2020