



Building Better Futures

Youth Education Navigator- Milwaukee, WI.

JOB CODE: WW001

Schedule: Full Time

Work Status: Regular- On-site

Compensation: \$17.00/hr minimum starting wage + benefits. Pay dependent on experience.

Location: 2701 Chase Avenue, Milwaukee, WI 53207

We Invite You to Join UMOs' Diverse & Dedicated Team

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOs' diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOs is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

Benefits

To support its team members, UMOs offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOs annually contributes at least 3% of employees' eligible compensation

Advancement

In addition, UMOs offers opportunities for advancement. In fact, a number of the senior management, including Lupe Martinez, President & CEO, were promoted from within the organization.

Diversity & Equal Opportunity

UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

Do you have a passion for helping area youth, ensuring they have the support and resources available to obtain a core education?

This might just be the career you have been looking for!

As a W-2 Youth - Education Navigator, you will act as a support for high school aged youth in a Wisconsin Works (W-2) assistance group that are at-risk for not completing their High School Diploma (HSD) or equivalency degree. The Education Navigator will work directly with the youth to provide support for educational attainment, identify connections to supports and services that may address specific needs, connect youth with resources that assist in preparing for vocational training, college or technical school, and/or employment, and assist in referring youth to services that enrich and improve life skills.

Primary Responsibilities:

1. Maintain an up-to-date knowledge and familiarity with job center/workforce programs and services
2. Provides one-on-one session with customers on job center/workforce programs to include eligibility and registration process and timelines for services.
3. Develop and maintain database and binder/booklet of internal and external community resources. Establish and maintain referral system.
4. Assist in community or in-house outreach to inform customers of program options, rights, responsibilities, and pertinent information as it relates to program specific eligibility.
5. Provide support for educational attainment
 - o Develop relationships with the regional high schools.
 - o Assist youth with re-enrolling in local high school if prior drop out and/or recently moved
 - o Identify alternative educational options for students outside of the public-school system.
 - o Assist youth with enrolling and completing GED/HSED, as appropriate
 - o If youth is a teen parent, assist youth in finding suitable childcare options
 - o Develop and maintain new and existing relationships with educational programs and institutions based on program needs and community trends.

- o Mediate and facilitate student disputes (e.g., assisting students with problem-solving strategies) including student social skills groups (non-counseling in nature) for the purpose of enhancing positive student behavior and appropriate social skills.
 - o Provide supportive services, including but not limited to the following: Technology – laptop/tablet, Mobile Internet/Hotspot, Transportation Assistance, Education Attainment Incentive (e.g., gift cards), Basic School Supplies (e.g., notebooks, folders, pencils/pens, backpack, etc), Other materials necessary to attend school (e.g., clothing/uniforms, winter coat, boots), Home School Materials (e.g., desk, lamp, chair, headphones, webcam, whiteboard)
6. Identify connections to supports and services to address specific needs
 - o Collaborate with case managers and educational partners to assess youth and identify appropriate educational options and supportive resources (e.g., mentoring programs, literacy/ESL programs, tutoring programs).
 - o Assist students with academic, attendance, and/or behavioral issues and assist parents and students in locating services (e.g., counseling, resource, and intervention referrals) to increase student success.
 7. Responsible for entering all necessary participant information into the various systems, i.e.: WWP, ECF
 8. Assist individuals with Disabilities in accessing job center/workforce program services including specialized equipment
 9. Exercise excellent customer service skills when dealing with customers and use professional judgment in addressing barriers and/or concerns
 10. Connect youth with resources to assist with vocational training, college or technical school, and/or employment
 - o Serve as the primary education contact and coordinator for youth and involved staff, partners, and community agencies.
 - o Identify and connect with resources that provide youth with job readiness services such as occupational interests assessments, career goals and planning, job application process, and soft skills.
 11. Assist youth with referrals to services to enrich and improve life skills (20%)
 - o Identify and connect with resources that support youth, such as Boys and Girls Clubs, Youth Build, and other services.
 - o Identify and connect with resources that provide youth with information on basic life skills such as financial literacy, household management, family planning, communication, time management, decision making, and leadership
 12. Prepares weekly/monthly progress reports on both student participation and learning and submits weekly attendances records as required to case management staff.
 13. Refer participants to appropriate community resources in addressing identified barriers such as childcare, transportation, legal services, housing, mental health, and other special circumstances as deemed necessary and coordinating with case management staff.

Qualifications:

1. Minimum of a High School Diploma (or equivalent) supplemented by two years of post-secondary relevant education in human services or related field. Note: additional years of work experience in a relevant field can be substituted for one year of education.
2. Minimum two years' experience in one or a combination of the following: instructional aide, vocational technician, career counseling tech or similar service. Note: additional years of post-secondary education in a relevant field can be substituted for one year of experience.
3. Must be familiar with all job center/workforce program functions including eligibility requirements, services and process.
4. Experience working with the following preferred: Special Education Programming, Individualized Education Plan Assessment Process, Department of Vocational Rehabilitation, truancy issues, drop-out prevention strategies, alternative school programming.
5. Effective oral and written communication skills to include problem solving and decision-making skills
6. Knowledge and understanding of internal and external community resources.
7. Knowledge of computer programs and strong organizational skills.
8. Knowledge and working experience in Adult Basic Education field. Required to perform basic math including calculation of fractions, percentage's and/or ratios; read technical information, compose a variety of documents and/or facilitate group discussions, and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes concepts of grammar and punctuation, study skills, test taking strategies, ESL strategies, and other basic education knowledge.
9. Knowledge and understanding of the educational needs of the educationally and economically disadvantaged population that is culturally and linguistically diverse.
10. Bilingual in English and any other language preferred.
11. Must have a car and adequate auto liability insurance and be able to travel and work irregular hours.

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UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.