

College & Career Advocate Job Description

General Overview

Boosted Diplomas is searching for a former professional with experience in academic, career, and social/emotional counseling to join their Achievements Unlocked program. The CCA will work one-on-one with educationally at-risk youth in Reno, Nevada and help these students pursue different avenues and possibilities after high school whether that be continued education at a university, community college, or into vocational programs. A CCA joining the Boosted Diplomas team would develop and implement an individualized secondary education success plan for each student, in addition to providing encouragement and resources for vocational, college and/or career readiness. The CCA works directly with the foster youth and their team, to include tutors, case workers and additional staff at WC Human Services, WCSD staff directly at the students' schools, and local post-secondary educational and vocational facilities.

Time Involvement & Pay Rates

Part-Time Independent Contractor position ranging from \$20 to \$30/hour based on experience and credentials.

Experience Required

A background with a combination of experience including a strong understanding of the dynamics of the social/emotional challenges of vulnerable populations such as foster youth, a general understanding of the college entrance process and vocational opportunities in the greater Washoe County area. This position requires a "well-seasoned" professional and is not a peer-to-peer position. We are asking for at minimum of 10 years of experience in the areas described.

Job Duties

The College & Career Advocate works with foster youth one-on-one to ensure educational services and interventions match the specific needs of the youth as they move toward independence and aging out of foster care including:

- Creatively research and explore all options that interest youth.
- Guide and motivate foster youth and work closely with school-based educators and other professionals involved with the youth.
- Create realistic and achievable post-secondary education plans suited to the student's abilities, preferences, career potential, and postsecondary opportunities.
- Assist youth with exploring potential plans following graduation. Partner with the youth and their team to ensure that the youth is enrolled in high school classes that best set them up for their future goals.
- Assist youth with ensuring they have the proper assessments and scores needed for enrollment in their post-graduation program (ACT, SAT, Accuplacers)
- Set up tours and/or meetings with school personnel that can assist the youth with their exploration of different programs (UNR, TMCC, Redken, Milan, etc.) including connecting students with the TMCC Foster Youth Mentor or the First in the Pack program at UNR.
- When a youth identifies a post-secondary education plan, assist and teach the youth the application process, all of the enrollment steps, completion of their FAFSA, the Education and Training Voucher, and other available scholarships.
- Advocate for any resources or services the youth may need to be successful in their secondary/vocational programs such as a referral to the Disability Resource Center, submission of their IEP's, tutoring, etc.
- Identify resources, problem solve, seek advice/direction from Educational Advocate (if assigned) Social Worker, Independent Living Specialist or Educational Liaison whenever necessary – to reduce delays in service delivery.
- Communicate timely and consistently with all team members on youth progress.

If you feel you'd be a great fit for the CCA position, please apply online at: <https://www.boosteddiploas.org/apply-cca>