

Job Description – Education Services & Workforce Specialist

Location: Roca Baltimore

FLSA Classification: Non-Exempt

THE ORGANIZATION

Roca's mission is to disrupt the cycle of incarceration and poverty by helping young people transform their lives. Roca is humbled by the opportunity to launch and implement the organization's work in the City of Baltimore, serving young men ages 16-24 who are deeply involved in the criminal justice system. For 30 years, Roca has been working in Massachusetts with the deep belief that every young person – no matter how hurt, angry, or left out – matters; and with genuine convictions that every young person belongs and that each of the young people we are privileged to meet can succeed. With these beliefs, we have created a long-term Intervention Model, which helps young people who are at the highest risk of long-term incarceration and violence to build safe, stable, and hopeful lives. Our relentless model is focused on behavior change, helping young people develop critical skills, and using data to improve our work every day.

THE OPPORTUNITY

Roca is looking for dynamic and committed Education Services & Workforce Development Specialist(s) (2) to be part of the launch and implementation of the organization's work in the City of Baltimore. The Education Services & Workforce Specialist reports to the Director of Operations & Employment. This person will work intensively to support and motivate the target population to re-engage in education and workforce programming, enabling participants to increase their educational skills and enter the workforce. The Education Services & Workforce Specialist will work as part of the Ed/Voc Team to implement assessment testing, volunteer support, and deliver educational and workforce readiness programming. Work with young people will be done at the site as well as in their homes and/or at community locations, either one on one or in small groups. We strive to meet the following outcomes: No Re-Incarcerations and Retained Employment. Roca provides training, intensive support and supervision, while using data to help young people change their lives and to help staff perform with excellence. Given the extraordinary challenges and possibilities for this group of young men to change their lives, staff and organizational accountability and transparency are paramount.

Responsibilities

- Understand, practice and promote the vision, mission, and values of the organization.
- Outreach
 - Provide weekly attendance and participant target lists to youth workers for classes and/or workforce readiness classes
 - Conduct outreach to young people to increase participation in programming
 - Go on outreach with Youth Workers to meet and find participants who may require off site programming
- Transformational Relationships
 - Engage in intentional contacts with participants to help them identify and learn skills to shift negative behavioral cycles
 - Communicate with youth workers regarding participant barriers (substance abuse, street, domestic violence, etc.) and skills needed to be job ready

- Assess student level of engagement readiness (i.e. can they sit through a class, do they have substance abuse barriers, do they have street issues with other participants, etc.)
- Stage Based Programming
 - Responsible for administering educational assessments/tests for baseline and follow up intervals to determine educational levels and monitor educational gains
 - Design and deliver programming for young people at various levels of readiness to engage in learning (i.e. engagement, drop in, semi-structured; formal-structured)
 - Responsible for implementing high quality skill building programming including but not limited to: HSE, Workforce Readiness, CBT, Digital Literacy, and Financial Literacy
 - Ensure evidenced based assessments are implemented to determine baseline and gains
- Partners & Networks
 - Maintain relationships with partners as determined and stay current and connected to networks/learning communities that inform best practices in HSE, WFR, Financial Lit, etc

Qualifications

The very nature of Roca's work requires an individual of great commitment and energy to the mission. Roca seeks a highly driven individual who is a good fit both personally and professionally for the culture of Roca. In addition, the ideal candidate for this position will be a trustworthy decision-maker. He/she will have a sense of humor, feel passionate and committed to direct work with high risk youth, and demonstrate interest in coaching and supporting coworkers.

Roca expects candidates to have the following skills:

- Bachelor's Degree preferred
- Teaching experience with young people and/or adults, especially in alternative settings
- Demonstrated ability to connect with young people and be creative in educational approach
- Strong written and oral communication skills
- Excellent group management and behavior modification skills
- Desire to work with high risk young people
- Ability to outreach to, engage, and motivate young people to increase attendance
- Capacity to think and act intentionally and strategically to help young people change behaviors
- Creative and flexible problem-solving and thinking
- Excellent at organizing, managing and completing multiple complex projects and tasks simultaneously with thoroughness, accuracy, timeliness, and good humor
- Self-motivation, initiative, sound judgment, and commitment to ongoing learning are essential
- Ability to work as a part of a team

Requirements for the position:

- Travel around the service area
- Computer Literate
- Valid Maryland Driver's License
- Willingness and ability to work outside of normal business hours, and on holidays and/or weekends as needed
- Experience working with diverse cultures
- Strong attendance and high energy