



JOB ANNOUNCEMENT

Bill Wilson Center is a nationally and regionally recognized leader for providing services to at-risk youth and families. Our agency -- from our executive team to our line staff -- is committed to improving the lives and conditions of the people we serve. We provide direct services to more than 3,500 children, youth, young adults and families in Santa Clara County. BWC provides services that meet the cultural and linguistic needs of our whole community. We value our unique ethnic diversity as well as the LGBTQ community and non-able body community. Join us and become a difference maker at Bill Wilson Center! Find out more at http://www.billwilsoncenter.org/bwc_jobs/

Education Specialist - Youth Development (BEST)

The Education Specialist will play a pivotal role in directly assisting clients to initiate and pursue their educational objectives

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with the education development of our guests and lead the educational program that meets project requirement.
- Assist youth with developing individualized education plans.
- Track and enter data as required; complete program reports as required.
- Participate with youth in completing applications, campus tours, etc. and provide transportation and other resources as needed.
- Thoroughly document all contacts and outreach activities in the AWARDS electronic health record system within required timelines.
- Introduce eligible clients to the comprehensive resources available at DIC/Enclave/BWC or facilitate connections with other relevant community resources when needed.
- Provide essential support for service delivery at the Drop-In Center, including but not limited to client registration/intake, monitoring client safety and well-being.
- Perform additional duties as required, such as supervising clients within the drop-in center, assisting with meal distribution, conducting bag checks, and ensuring timely documentation of notes in AWARDS.
- Strong interpersonal skills to develop and maintain relationships with colleges, vocational programs and community partners to ensure resources to youth.
- Skill in organizing resources and establishing priorities. Disseminate a calendar of educational events and trainings.
- Work as an effective team member in a collaborative manner with Drop-In Center Job Developer.
- Participate in all Quality Assurance and Quality Improvement activities.
- Participate in agency Safety initiatives and proactively report safety issues to management immediately.
- Regular attendance is a requirement of the position.
- Other duties as assigned.

QUALIFICATIONS:

Bachelor's Degree in Education or related field; 1-2 years of progressive experience in education development with youth. Must be punctual, efficient and organized; effective and professional under pressure. Ability to balance excellent client care with meeting deadlines and ensuring positive program goals and outcomes. Experience providing services to clients of various racial, ethnic, socioeconomic backgrounds or sexual identity who are overrepresented in homeless populations as well as working in different cultural environments. An understanding of humility and respect for working with homeless youth and families. Excellent communication skills - must be personable and informative when presenting BWC programs and services. Valid California driver's license with access to a personal vehicle, Fingerprint/background check and TB test required. Required to be fully vaccinated with booster against COVID-19 (if eligible or agree to receive booster at the time of eligibility)

SALARY RANGE:

\$25.00 - \$28.50 per hour. 100% employer paid Medical, Dental, Vision, Life Insurance, LTD and Employee Assistance Program. Retirement Plan with discretionary Employer Contribution. Generous PTO plan, 12 paid Holidays. And much more!

For consideration, please submit cover letter and resume (reference the position name in the subject line and/or cover letter) to:

BILL WILSON CENTER

ATTN: Resumes

FAX: (408) 244-4022

Email: resumes@billwilsoncenter.org

EEO:

Bill Wilson Center is an Equal Opportunity/Affirmative Action employer committed to building a team that represents the racial, ethnic and linguistic needs of our community. People of color, women, persons with disabilities, and persons who are LGBTQ are strongly encouraged to apply.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. Because of a need to remain responsive to the needs of our clients and BWC's operations, responsibilities may be modified at any time.