



Reengagement Specialist

REPORTS TO: Outreach Program Manager

FLSA Status: Non-Exempt

- **Position Summary:** The Reengagement Specialist will work in conjunction with the appropriate school districts, CYC Staff, as well as other nonprofit and service orientated agencies supporting youth with the goal of graduating. The Reengagement Specialist will help facilitate student enrollment and will provide support services so they can successfully obtain credits and/or graduate. The Reengagement Specialist is expected to contact over 1,000 dropouts, connecting with approximately 400 hundred out-of-school youth per calendar year, in order to help 55 youth return to school. The Reengagement Specialist also tracks their results using CYC's data management systems. This position is full-time. Bilingual in English/Spanish preferred.

Essential Functions

- Make contact with high school student who have left school from appropriate school districts
- Quickly build relationships with each youth while ascertaining their interest in returning to school
- Help and engage each youth in a school exploration process to find appropriate schools where they might return
- Address barriers for each youth by connecting them with community service providers so that they may focus on school
- Work to get youth through school registration processes by helping with paperwork, as well as obtaining any necessary documents such as birth certificates, transcripts, etc.
- Track all students' progress within CYC's database and other spreadsheets
- Provide follow-up services with each youth to ensure their ongoing success and eventual graduation

Other Duties

- Attend and participate in staff meetings as required
- Speak on behalf of the organization when appropriate
- Attend relevant community and school meetings
- Run errands as needed using personal transportation
- Perform other duties, responsibilities, and special projects as assigned
- Complete required training courses as assigned by CYC

Knowledge, Skills, and Abilities

- Computer skills in Microsoft Word and Excel with an emphasis on the ability to create spreadsheets and tables in order to capture data in a useful and intelligible manner
- Excellent written and oral communication and interpersonal skills
- An ability to work independently and remain organized in multiple settings, while simultaneously keeping track of the results achieved for each youth
- Experience and comfort working with adolescents from diverse backgrounds as well as their families and support networks as it relates to education

- An ability to “change gears” and work collaboratively with internal staff and external partners
- Advocacy skills, which encourage and promote education and returning to school as the best option for youth
- A willingness to engage in ongoing personal and professional reflection and growth
- An ability to find and stay informed about beneficial resources for youth throughout the Denver-Metro community
- Knowledge of alternative, charter, traditional schools, and GED programs operating within Denver
- Appreciation of clear and appropriate boundaries with youth
- A passionate and committed belief that youth can rise above seemingly insurmountable obstacles and return to school, graduate, and enter into post-secondary education
- Dependable transportation and being insurable as a driver on the auto liability policy of Colorado Youth for a Change
- Commitment to supporting and being a part of CYC’s effort to continually strive toward inclusivity and growth and appreciation of the organization and each individual’s unique strengths and perspective, including a commitment to self-development identity work
- Dedication to engaging staff and students across social identities
- Bilingual in English/Spanish preferred

Minimum Qualifications

- A bachelor’s degree in education, human services, or other related field and two years of experience working with high risk, adolescent populations
- Or two years of relevant college education and five years of experience working with high risk, adolescent populations

I have read, understand and am able to perform the essential functions of this position with or without accommodations.

Employee (Print Name)

Employee Signature

Date

Educational Outreach Specialist

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NE:** Requirement is present, but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position.
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	NE	O	F	C
Sitting			X	
Walking	X			
Standing	X			
Bending or twisting	X			
Squatting or kneeling	X			
Reaching above shoulder level	X			
Driving cars, light duty trucks	X			
Repetitive motion of hands/fingers				X
Grasping with hand, gripping		X		
Lifting/carrying 10-25 pounds	X			
Lifting/carrying 26-50 pounds	X			
Pushing/Pulling	X			

Exposure to infection, germs or contagious diseases		X		
Seeing objects at a distance	X			
Seeing objects peripherally	X			
Seeing close work (e.g., typed print)				X
Distinguishing colors		X		
Hearing conversations or sounds				X
Hearing via radio or telephone				X
Communicating through speech			X	
Communicating by writing/reading			X	
Exposure to aggressive/angry people		X		
Other:				

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date