



## Englewood Reengagement Specialist

**REPORTS TO: Manager of Reengagement Services**

**FLSA Status: Non-Exempt**

**Organization Overview:** Colorado Youth for a Change (CYC) is an educational nonprofit organization that has made significant strides in reducing the dropout rate in Colorado since its inception in 2005, using collaboration with school districts and community agencies to achieve its mission. CYC is at the forefront of statewide efforts to improve educational outcomes for all students, ensuring that they graduate from high school. CYC began by providing reengagement services to out-of-school youth and has evolved to also provide in-school dropout prevention services (Early learning Corps, Colorado Reading Corps, Colorado Math Corps, and Corps for a Change) to PreK through high school aged students. Our team is growing!

**Program & Position Summary:** The Reengagement Specialist will work with Englewood Public Schools, CYC Staff, as well as other nonprofit and service orientated agencies supporting youth with the goal of graduating high school. 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 responsible for contacting all youth who have left school within the district to share resources and explore school options in order to help youth return to school. The Reengagement Specialist tracks their outreach, enrollments, and case management using CYC's data management systems. This position requires you to work out of two district High Schools, and from CYC's Denver office. This position is full-time with benefits. Hourly salary is \$20.68 and Bilingual hourly is \$20.92.

### Essential Functions

- Make contact with high school students who have left school by outreaching via phone calls, text messages, emails, and home visits
- Provide early intervention by completing outreach to students identified as extended absence
- Follow up on referrals from staff and students to ensure accurate coding and outreach by obtaining confirmation of enrollment for students found enrolled
- 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 in conjunction with school administration to get youth through school registration processes by helping with paperwork, as well as obtaining any necessary documents such as birth certificates, transcripts, etc.
- Provide follow up case management for students for one full year following enrollment in school

- Case management services include twice per month contact with students and continued individualized support to ensure their ongoing success and eventual graduation
- Track all students' progress within CYC's database and other spreadsheets
- Create and share monthly data reports to relevant Englewood School District staff

### **Commitment to Organizational Culture and Values**

- Commit to operate within a framework that centers CYC's organizational values of growth, inclusion, integrity, excellence, and community.
- Contribute to an inclusive and equitable work environment and provide inclusive and equitable services to the community. This includes demonstrating:
  - A commitment to learn and engage in anti-oppression trainings and conversations; including a willingness to unpack personal biases and identities.
  - The ability to put anti-oppression framework into practice within specific role at CYC; including a willingness to interrupt systems of oppression to create more equitable, inclusive environments for staff, AmeriCorps members, and students.
  - The ability to cultivate inclusive and equitable relationships with students, staff, AmeriCorps members, and community members with varied identities and life experiences.
  - A desire to share the organizational responsibility of creating an environment that supports anti-oppression accountability.

### **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 youth 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
- 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 Englewood and Denver Metro areas
- Appreciation of clear and appropriate boundaries with youth

**Minimum Qualifications**

- Two years minimum experience working with youth and/or within the education system
- Ability to build trusting relationships with youth, families, school staff, and other stakeholders
- Strong organization and data tracking skills
- Bilingual in Spanish preferred
- Dependable transportation and being insurable as a driver on the auto liability policy of Colorado Youth for a Change

**Reengagement 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.

- NA:** Not applicable, not required of this position.
- 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. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting				x	
Walking		X			
Standing		X			
Running		X			
Bending or twisting		X			
Squatting or kneeling		X			
Reaching above shoulder level		X			

Climbing (e.g. ladders)	x				
Driving cars, light duty trucks		X			
Driving heavy duty vehicles	X				
Repetitive motion of hands/fingers				X	
Grasping with hand, gripping			X		
	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
Lifting/carrying 10-25 pounds		X			
Lifting/carrying 26-50 pounds		X			
Lifting/carrying more than 50 pounds		X			
Pushing/Pulling		X			
Using Foot Controls		X			
Work in/exposure to inclement weather		X			
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes		X			
Work/live in remote field sites			x		
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	x				
Work at heights (e.g. towers, poles)	x				
Exposure to infection, germs or contagious diseases			X		
Exposure to blood, body fluid, or potentially contaminated materials		X			
Exposure to needles or sharp implements		X			
Use of hot equipment (e.g., ovens)	X				
Exposure to electrical current	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
	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
Communicating through speech				X	
Communicating by writing/reading				X	
Exposure to aggressive/angry people			x		
Restraining/grappling with people		x			
Other:					
Other:					