

## COLLEGE NAVIGATOR

Under the direction of the Youth & Education Manager, the College Navigator will provide high-touch case management, navigational coaching, & crisis intervention to a dedicated caseload of foster youth enrolled at LATTC through Project Tipping Point, CRCD's college success program for LA County foster youth. During the initial Bridge phase of the program, the College Navigator will facilitate group workshops & sessions to build participant cohesion, self-confidence & self-efficacy and eliminate any potential barriers to student success in post-secondary. In addition, the College Navigator will serve as a liaison with key college staff at LATTC to streamline services for Project Tipping Point youth.

The College Navigator will spend 60% of their time providing high-touch case management to Project Tipping Point students, 10% of their time will be spent on coordination with the College, 10% of their time will be spent on curriculum development and workshops, 10% of their time will be spent on data entry and the final 10% of their time will be dedicated to planning and department meetings.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Provide weekly high-touch case management to a dedicated caseload of foster youth college students, which includes creating & updating an individual service plan
- Conduct group or individual information sessions for prospective program youth
- Facilitate intake and assessment process for all prospective program youth
- Meet with program students regularly to update on progress, troubleshoot challenges, identify resources & navigate systems (child welfare, financial aid, etc.), & provide crisis/emergency management as needed
- Assist students with building an attachment to campus-based support programs including but not limited to: Extended Opportunity Programs & Services (EOP&S), Next Up, Guardian Scholars, & other key departments – financial aid, Academic Connections, & Bridges to Success
- Conduct quarterly barrier assessments to gauge student progress in multiple areas
- Provide early interventions and support to students at-risk of not meeting academic benchmarks
- Provide A-Z college readiness and life skills workshops to students during the Bridge phase of the program to prepare them to successfully transition into credit bearing courses
- Provide follow-up services and regular check-ins to students at the end of the First Year Support phase of the program
- Develop & facilitate monthly peer support groups & training workshops
- Assess program students for competency gains in key areas: positive academic behaviors, life skills, leadership, & social responsibility

## COLLEGE NAVIGATOR - CONTINUED

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Link students to opportunities to demonstrate leadership skills through civic engagement & mentoring other youth, & provide ongoing coaching
- Input timely & accurate data into our data system – Efforts to Outcomes
- Partner with external coaches and program staff to integrate evidence-based practices into the program
- Connect students with a “warm hand-off” to internal and external resources such as housing placement, Summer Youth Employment Program, childcare etc
- Identify relevant resources for program participants and support youth in accessing those resources
- Coordinate with college professors to provide support in cohorted classes and track student progress
- Facilitate tours of various career pathway departments at LATTC to expose students to potential pathways in high-growth industry sectors
- Coordinate co-case conferencing sessions with DCFS social workers and other case managers
- Participate in local collaborative meetings and conferences as needed

### MINIMUM QUALIFICATIONS

- **2+ years’ experience in related work and BA Degree in Education, Social Work, Public Administration, or related field,**
- **Experience working with foster youth,**
- **Familiarity with DCFS, DPSS, financial aid, housing resources is a plus,**
- **Knowledge and proven practice of trauma-informed care and strength-based approach to youth development,**
- **Reliable, flexible team player who works well with minimal supervision, who has a good work ethic, and an ability to set and maintain personal boundaries,**
- **Demonstrated ability to work on multiple projects simultaneously, and to meet deadlines,**
- **Demonstrated knowledge of community resources,**
- **Reliable transportation: valid driver’s license, and car insurance as required by law, as appropriate.**
- **Bilingual in English/Spanish preferred.**