



Latino Community Center

PITTSBURGH

Position: College Readiness Liaison

PT Position: 25 hours a week. \$18-\$20/HR range

Overall Function: To support the success of Latino Youth in Western, PA.

Essential Functions:

- Build trusting relationships with Latino youth and their families
- Plan and implement social activities that will support youth getting into college.
- Coordinate College tours in Spanish.
- Develop and hold College Readiness workshops that include FAFSA workshops in Spanish.
- Partner with colleges and universities and local Latino professionals to provide educational and professional opportunities for Latino youth.
- Keep caseload of at least 40 youth focused on planning for college.
- Stay informed and up-to-date on DACA and issues directly affecting Latino youth.
- Work with staff to have opportunities for youth to volunteer hours in the LCC.
- Work with school counselors and staff to better assist Latino youth in school sites.
- Prepare, maintain and submit all assigned case records, charts, reports, forms and other required documentation in a professional and timely manner. This includes submitting case records in salesforce.
- Adhere to all policies, laws, regulations, and codes of ethics and confidentiality as outlines by federal and state laws and agency policies and procedures.

Equipment Utilized:

The Latino Youth College Coordinator shall utilize equipment to include but not limited to: automobile, telephone, files and filing cabinets, facsimile machine and various audio-visual equipment.

Work Environment:

Will include normal office setting in Downtown, Pittsburgh, as well as travel to and from schools and meetings with Latino youth. Additionally, taking students and parents to college tours if needed.

Required Qualifications:

- A. Knowledge, skills, and general abilities.
- Master's or Bachelor's degree in Education, Social Work or related field with two years work experience related directly to the education and development of children and/or families, one year case management or public education system experience preferred.
 - Must have experience with college applications, FAFSA forms and be knowledgeable about DACA.
 - Must be flexible to meet with parents and students on a weekly basis, including weekends.
 - Demonstrate the ability to establish and maintain effective working relationships with parents, program staff, and other agency personnel.

- Must be culturally sensitive to the needs of the Latino community.
- Must be able to work with volunteers and coordinate support for workshops.
- Must be bilingual in Spanish and English.
- Must have experience working with the Latino community.
- Team player and go-getter: Ability to work independently and within a team.
- Successfully complete Recognizing and Reporting Child Abuse Mandated and Permissive Reporting in Pennsylvania.
- Must successfully obtain the Criminal History Clearance from the Pennsylvania State Police and Child Abuse Clearance from the Pennsylvania Department of Human Services and Fingerprint Based FBI Clearance.
- Must represent our values of: Empathy, Positivity and Welcoming, Growth Mindset, Professionalism, Passion and Education.

B. Physical Activities:

- Ability to transport oneself or clients as program needs dictate.
- Ability to lift clients personal effects weighing up to 50 pounds.
- Ability to work in office and schools sites, and must be flexible to space given in schools sites.
- Ability to lift and assist children up to 50 pounds, as may be required.
- Ability to inspect and identify violations to program policies and procedures.

C. Mental Ability:

- Ability to understand and follow supervisory direction.
- Ability to work independently following established policies and procedures, including emergency situations.
- Ability to observe and recognize verbal and non-verbal signs of physical disorders
- Ability to display to deal effectively with the stress of the position.
- Maturity and ability to deal effectively with the stress of the position.
- Ability to receive performances feedback and instructions calmly, without reacting negatively and emotionally.

This job description has been designed in accordance with the provisions of the Americans With Disabilities Act. It is intended to serve as a description of the essential function(s) for which this position exists and the required qualifications. Individual tasks and procedures are not listed because they usually dictate the manner in which a function is performed rather than the purpose. This job description shall be subject to review and modification as determined necessary by the Agency. Request for reasonable accommodation, from a qualified individual with disability, will be considered on a case-by-case basis.

Please submit cover letter with resume to info@latinocommunitycenter.org and answer the following questions in addition to the cover letter and resume: (1) Why are you passionate about education? (2) Please share your personal journey through higher education. (3) How would you help a DACA student looking to apply to college?