



Job Description

POSITION TITLE: Youth Advocate #2390
Migrant Education

SALARY PLACEMENT: CSEA 2 Hourly Salary Schedule
Range 13

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

High school diploma or equivalent, and two (2) years college coursework or experience; knowledge of the migrant lifestyle; and the ability to work flexible hours including evenings and weekends. Must be able to work and adjust schedule (12 PM – 8:30 PM) every Tuesday and Thursday for the duration of the GED/ESL classes. Bilingual in Spanish and English. Experience with the Migrant community.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Knowledge of motivational techniques; high school graduation requirements; college entrance requirements; and career options. Previous experience working with schools and at-risk students at the secondary level.

SKILLS AND ABILITIES:

Ability to work cooperatively with school districts, county offices and service agency personnel; and the ability to develop rapport with OSY (out-of-school youth) and their parents. Ability to coordinate and facilitate international workshops for the OSY. Proof of a valid California driver's license and minimum amount of liability insurance required by law; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under direction of the Program Manager I, advocates for migrant out-of-school youth in order that they may receive further education and training. Interfaces with agencies that provide such education & training. Profiles youth, appropriate placements and provides follow up to support out of school youth successes.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Refer Migrant OSY (out-of-school youth) to education and training in their district's adult education program, alternative education, junior college programs, HEP (high school equivalency programs) and other local agencies serving this population.
2. Make home visits creating a file for each OSY.
3. Develop a plan with OSY for further education and/or training.
4. Advocate for the needs of migrant youth and their families.
5. Serve as a liaison between the migrant youth and the agencies to which he/she is referred.
6. Continue to provide follow-up for the OSY until he/she has moved or is no longer eligible for migrant services.
7. Complete records regarding the OSY, prepare, organize and file all necessary data, forms, reports and information.
8. Operate a vehicle in the course of carrying out assigned duties.
9. Enroll OSY to the migrant GED/ESL classes and follow up with the OSY who are enrolled to maintain

attendance.

10. Performs other related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
7. Operate a vehicle in the course of carrying out assigned duties.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in an educational environment, and/or make home visitations, and come in direct contact with students, SJCOE staff, district staff, migrant community, and the public.

10/19/2016 sc