

OPERATION FRESH START, INC.
JOB DESCRIPTION

BOTH COVER LETTER AND RESUME REQUIRED TO BE CONSIDERED FOR THIS POSITION

DEADLINE Monday, May 6, 2019 at 5:00 pm

POSITION: OPTIONS Program Manager / Part-time

REPORTS TO: Deputy Director

PURPOSE: Through direct service, this position provides counseling and case management to young people, ages 18–24, who have not completed high school with the goal of helping them overcome individual barriers to their education and enroll and find success in the high school credential program that is right for them.

HOURS: 20 hours per week

SALARY: The starting pay is between \$15–\$19, depending upon experience

WORK ENVIRONMENT: The primary office of this position will be at Operation Fresh Start. This position may also meet with individuals in neighborhood settings, including libraries, community centers or social service agencies.

DUTIES AND RESPONSIBILITIES:

- I. Direct Counseling to Youth- 75%
 - A. Outreach and Connection
 - Make personal contact with MMSD students who have completed four years of high school, but who did not earn enough credits to graduate.
 - Make personal contact with youth (18-24) who have dropped out of high school.
 - Make and maintain connections with community organizations, agencies, police and parole officers, social workers, counselors, etc. for the purpose of resource cultivation and referral relationships.
 - Maintain Options website for outreach and informational purposes.
 - Participate in Outreach Committee meetings and collaborate with Outreach Coordinator on occasional joint outreach efforts.
 - B. Development of Personal Success Plan for Youth and Case Management
 - Meet with other service providers for this population to develop an understanding of programs available and establish a referral system.
 - Maintain up-to-date information on credential granting programs in Madison.
 - Meet with youth to assess academic level and career goals.

- Work with youth to determine potential barriers to success and develop individualized plans to overcome barriers.
- Assist youth in developing a plan to complete high school and prepare for work or post-secondary education.
- Directly assist youth on an ongoing basis as they implement their personal success plans.

II. Data Management and Grant Reporting- 20%

A. Data Management

- Maintain database with relevant data and information about contacts made with youth, including case management notes and outcomes.

B. Grant Reports

- Submit accurate and timely progress/final reports to primary funding sources.
- Assist as required in the data provision and writing of grants for the position.

III. Other duties as assigned by Deputy Director- 5%

QUALIFICATIONS/ EXPERIENCE:

- Knowledge of the education system
- Teaching certification or experience preferred
- Strong interpersonal skills, including comfort working with young people from a wide range of cultural backgrounds
- Strong written communication skills
- Excellent organizational skills
- Experience with data collection and reporting
- Ability to work independently
- Valid Wisconsin Driver's license

RESUME AND COVER LETTER REQUIRED

Please send resume and cover letter (limit 2 pages) describing your relevant experience.

SUBMIT TO:

Operation Fresh Start
 Attention: Melinda Gleason
 1925 Winnebago Street
 Madison, WI 53704
 MGleason@operationfreshstart.org
 608-244-4721

DEADLINE Monday, May 6 at 5:00 p.m.

**Operation Fresh Start is an affirmative action/equal opportunity employer
 Women and minorities are encouraged to apply**