

**OPERATION FRESH START, INC.**  
**OPTIONS MANAGER JOB DESCRIPTION**

**Both cover letter *and* resume required to be considered for this position.**

**DEADLINE Monday, May 13, 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 13 at 5:00 p.m.**

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