



Hispanic Unity of Florida

Job Title: Upward Bound Success Coach
Reports To: Manager
Classification: Non-Exempt, Full-Time Employee
Date Released: August 2022

Summary:

The Upward Bound (UpB) Success Coach will serve as a Liaison between Broward College, Hispanic Unity-Unity 4Teens and advocate for the young persons and families served. The UpB-Success Coach will carry a caseload of up to 30 cases. Multi-language speaker, able to communicate and understand families when speaking in their native language (English/Creole and/or Spanish) will be preferred. The UpB-Success Coach will be responsible for identifying strengths, needs and risks of the young participants and their families to develop short- and long-term goals. The UpB-Success Coach will assess each youth and family. The UpB-Success Coach will aim to improve the financial and economic literacy of students and families. The UpB-Success Coach will lead participants through the process of creating an Individualized Service Plan to help ensure that all the resources, services and activities needed to succeed will be part of their experience. HUF in collaboration with Broward College will take an innovative two-generation approach to include Parent Engagement, Economic Development, Educational Workshops and Civic Engagement to assist those families to achieve self-sufficiency by providing services, training, and educational opportunities to parents to parallel and mirror the enrichment and educational offerings their children access through participation in the U4T program.

Mandatory/Required Components:

- UpB-Success Coach will be responsible for the recruitment and retention of a minimum of 20 young persons throughout the year.
- The young person's Initial Assessments will be completed within the first **four** weeks of starting in the program.
- Family Universal Intake will be completed within a period of **four to eight** weeks of a family entering the Program.
- UpB-Success Coach will travel between school sites from Monday through Thursday to adequately recruit, engage, mentor, and meet with students.

- UpB-Success Coach will design and deliver visits to Broward College and on-site workshops regarding college and careers for participants.

Goal Development:

- The UpB-Success Coach shall review assessment information and work with each young person to create individualized, short, mid and long-term goals, incorporating the young person's voice into each goal.
- Goal development shall be completed within approximately the first two (2) months of the young person's enrollment into the program to give time for trust- building and collection of key information, e.g., report cards, Individual Service Plans (ISP) shall include developmentally and culturally appropriate interventions that will be re-evaluated on an ongoing basis with services adjusted to meet the youth's current needs.

Triaged Case Management:

- UpB-Success Coach will identify any academic gap and refer the young person to needed tutoring: monitor the improvements and note it on tracking sheet detailing progress/status. Collect any data report detailing academic improvement.
- Young persons and their families will be referred to identified needed services in a timely manner. Referrals should be based on assessments, risk factors and identified needs for mental health issues, substance abuse, domestic violence and/or child abuse and neglect to appropriate community providers.
- UpB-Success Coach must follow up on referrals weekly and note as to the progress/status of such referral.
- Young persons and their families will be connected to services that enhance academic performance. Follow ups on such referrals must be done on a regular basis (every other week) and note it on tracking sheet detailing the progress/status of such referral.
- Young persons and their families will be coached through academic supports which include tutoring, credit recovery and guidance towards promotion and/or graduation.
- Young persons and their families will be connected to scholarship opportunities, financial aid/tuition assistance and post-secondary institutions.
- Young persons and their families will also be referred to services such as employment assistance, financial capabilities, and civic engagement services as needed. Follow ups on such referrals completed on a regular basis (every other week) and note it on tracking sheet detailing the progress/status of such a referral.

Additional Requirements:

- UpB-Success Coach must have a minimum of **one** face to face contact per month with the young person in caseload.
- UpB-Success Coach will have a minimum of **one** face to face or virtual contact once a month with young person's parent/guardian.
- UpB-Success Coach must keep electronic files and required documentation up to date in designated area in server: including but not limited to registrations, consent forms, assessments, student schedules, interim reports, report cards, resumes, service plans, referrals, and case notes.
- UpB-Success Coach will deliver a variety of curricula in group settings that support the overall goals of the Program.
- UpB-Success Coach will participate in the compilation and writing/summarizing of monthly client success stories.
- UpB-Success Coach will be asked to work weeknights and weekends when there is an event as needed by program.
- UpB-Success Coach must have a valid driver's license, reliable transportation, and an insured vehicle to transport themselves to and from school sites, trainings, and other locations required to report to.

Qualifications:

- Multi-lingual preferred; at a minimum, the ability to understand and to make oneself understood to Haitian-Creole and/or Spanish speaking individuals.
- A bachelor's degree and two years' experience working with youth at the high school level.
- Knowledge of community and social services in Broward County.
- Good written, organizational, project management, interpersonal and communication skills.
- Ability to work effectively, independently and in an organized manner.
- Ability to work effectively in a team environment with a positive attitude and handling sensitive and confidential information with maximum discretion.
- Local travel required
- Reliable transportation is a must.
- Ability to show proof of car insurance.
- Keep confidentiality of all client records.
- Perform related duties assigned as needed within your scope of practice.

Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read my job description and understand my responsibilities.

Employee's Name: _____

Signature: _____ Date: _____

Supervisor's Name: _____

Signature: _____ Date: _____

Supervisor's Title: _____

"This job description is not an employment agreement or contract.
Management has the exclusive right to alter this job description at any time
without notice".