



We're hiring! Join the WCI team and help make a difference in your community. WCI offers flexible scheduling with remote work opportunities.

Now recruiting for the following position(s):

W2 Education Navigator
Full Time (40 hours), La Crosse, WI

Workforce Connections is committed to creating a diverse and inclusive space, both internally for staff and externally for each person we serve. No matter your race, age, religion, gender, orientation, identity, or experience; our goal is to create a welcoming environment for all to ensure universal service accessibility. We strive to present our authentic selves while fostering healthy relationships within our community.

To apply please complete the application at:
<https://form.jotform.com/wciemploymentapplication>
Position open until filled. Please see following pages for position description(s).

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Title: W2 Education Navigator
Supervisor: Director of Operations
Minimum Wage: \$21.00/hr

Position Summary

Under the direct supervision of the Director of Operations, the W2 Education Navigator is responsible for regular contact with the education system in our region in addition to the coordination and direct services for Adults and Youth seeking support and assistance in successfully navigating the completion or obtaining of their High School Diploma (HSD) or equivalency degree while working within programs.

Minimum Qualifications

Bachelor's degree preferred in education, human services, social work, or related field but will consider an associate's degree with two to three years' experience in a related field. Prefer experience in working with disadvantaged populations with strong presentation skills. Strong written, verbal, and interpersonal skills required including conflict resolution and problem solving. Required to perform basic math including calculation of fractions, percentages and/ or ratios; read technical information, and compose a variety of documents. Work independently and as a strong team member. Ability to use appropriate computers reporting systems as identified by funders. A proficiency in the Windows operating system, Microsoft Office Suite, and operation of standard office operation equipment required.

Primary Duties and Responsibilities

I. Program Outreach, Education, & Collaboration

- Establish and maintain effective relationships with key education providers including adult basic education providers, apprenticeships, local school districts, and partner agencies to assist in successful education pathways
- Identifying and connecting with community resources to improve education levels and improve life skills such as basic life skills such as financial management, household management, family planning, communication, time management, decision making, and leadership.
- Educating and assisting education providers in the various services available through partnership
- Educating and assisting participants in education options and resources
- Collaborate and coordinate meetings with partner agencies to increase education literacy, referrals, engagement, and barriers.
- Connect students and families to education opportunities and community resources
- Attend and present workgroups/roundtables as needed
- Meet contract performance standards and meeting contract expectations
- Follow State guidelines in the interpretation and explanation of federal, state, and local policies governing legal rights and responsibilities of applicants and participants.
- Maintain expertise in education policy and regulations as required by the contract

II. Participant Services

- Develop a plan for completion of the identified educational goal and assist and support the individual in the completion of the identified goal
- Provide onsite recruitment within education providers, schools, and community agencies/venues
- Review and assess the participant's education history, skills, and ongoing needs

- Create pathways to help participants navigate their education journey and necessary resources and action plan
- Act as an advocate for the participant in resolving barriers and communications to obtaining education goals.
- Assess individual or family needs and provide referral(s) to access other services as needed.
- Assist individuals through educational case management services, and other issues as appropriate.
- Monitor and report on the school attendance requirements for high school-aged children and Personal Responsibility Plans and takes corrective action if necessary.
- Implement the education plan and monitor participants' progress toward achievement of education goals and objectives and take corrective action if necessary.
- Maintain expertise in education policy and regulations as required by the contract
- Meet and/or exceed performance expectations for all program operations.
- Provide supportive services as allowed by contract
- Maintain case files with proper verifications, service documentation.
- Refer and help connect individuals to other appropriate community support services.
- Follow all State guidelines in the interpretation and explanation of federal, state, and local policies governing legal rights and responsibilities of applicants and participants.
- Attend all required trainings to maintain position required certifications and training requirements.
- Maintain contact standards in accordance with Workforce Connections, Inc., and funder guidelines.
- Provide excellent customer service to all individuals.

III. Other Duties as Assigned

- Participate in program training sessions and workshops.
- Perform other duties as assigned.
- Follow all policy and performance procedures established by Workforce Connections.
- Act as a member of the Workforce Connections team exhibiting professionalism, teamwork, and company values.

Physical/Sensory/Cognitive Requirements

The majority of the work time will be spent in an office setting and in the community in a variety of settings assisting in achieving the goals and objectives of Workforce Connections, Inc. Mobility within the rural and urban community is required on a daily basis. Must be able to drive and have access to a reliable vehicle. Will be required to sit at a desk or in meetings for an extended period of time. Ability to present information and respond to questions from staff, board members, and the general public when speaking on the phone or in face-to-face interactions.

Uses hearing and vision with the ability to collaborate and orchestrate in a variety of environments. Regular use of fine motor skills for writing or typing. Lifting of objects up to 30 pounds may be required. Bending and walking required regularly.

Regularly will concentrate on multiple tasks simultaneously along with the capacity to respond calmly and quickly to deadlines required. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

Environmental Conditions

Majority of work is performed in an office setting, community, and varied conditions. Outdoor travel required.

W2 Education Navigator Signature

Date

Supervisor Signature

Date

Executive Director

Date