



Job title	Student Stabilization Specialist
Reports to	<i>Grade Level Team Lead</i>
Status	<i>Full-time, Exempt</i>

Who we are:

At College Bound we believe in the power of a college degree as a way for our students to live lives of choice and opportunity. We exist to disrupt a reality in which only 9-14% of low-income students obtain baccalaureate degrees. By 2026, College Bound will be a national leader for baccalaureate completion rates with manageable student debt. Will you join us?

Our History: College Bound was founded in 2006 by Lisa Zarin, the daughter of a single mom and school teacher who taught and lived in Newark, New Jersey’s riskiest neighborhoods—neighborhoods where students seldom graduated from high school, much less went onto college. But Lisa’s mother emphasized the importance of education and the message stuck. Many years later when Lisa’s own son was applying to college, she experienced the college admission process through the eyes of her child and thought “if this is hard for us, this has to be hard for others.” Lisa recruited her good friends Debbie Greenberg and Ericka Zoll and College Bound was born.

Our Promise to Our Students: We commit to our students every step of the way: increasing ACT scores, mastering Algebra II, coping with lifecycle events like grief, college financial literacy, first internships, first suits and first jobs. Within a decade, we have grown from an inaugural class of 36 students to over 650—plus 150 alumni and growing! Through our individualized, holistic, and multi-year approach, we empower our students with the academic and social supports needed to achieve baccalaureate degrees and embark in meaningful careers.

Our Promise to Our Employees: We commit to our employees every step of the way: a welcoming orientation and onboarding, connection and clarity, professional development monies, mentorship opportunities, the ability to give back to the community, inclusion and diversity, work-life balance, flexibility and a culture rooted in a foundation of trust, a focus on achievement, a responsibility to reflect and a spirit of gratitude. You can learn more about our mission, core values and vision by accessing our website at www.collegeboundstl.org.

The Role:

The Student Stabilization Specialist is responsible for directly supporting a caseload of students whose primary needs include a level of comprehensive case management and stability planning. A person in this role will help stabilize a student’s circumstances in areas of concern like food or housing insecurity, financial challenges, physical or mental health issues, traumatic circumstances, or other factors that negatively impact a student’s academic performance and/or pursuit of a college degree. Their work should include goal setting and action plans, teaching students how to navigate social service systems, advocacy in the face of bureaucratic obstacles, helping administer Emergency Student Funds, coordinating internal and external resources, and providing thorough documentation of intervention and impact. Along with direct service, the Stabilization Specialist will help develop processes that help improve College Bound’s identification of, and response to, destabilizing factors in students’ lives. This role will

also coordinate with the academic and Mental Health teams to develop and vet our list of community resources, serve as a subject matter expert for their grade level, and model outreach strategies that meet families where they are.

A person best suited to this position would hold a social work degree and/or be licensed; be familiar with best practices related to trauma-informed case management; and have a background of working with youth.

Your Responsibilities:

Comprehensive Stabilization Planning

- ▶ Manage a caseload of 22-28 student cases characterized by complex, chronic, or compounding circumstances which negatively impact student success and graduation
- ▶ Execute grade level College Bound programming, individualized to the needs of the particular students assigned
- ▶ Consult with team members in identifying potential or active stability crises within the cohort and assess each case accordingly
- ▶ Develop cooperative and comprehensive stabilization plans with student and their families, complete with goals, objectives, and plans of action articulating a clear pathway to stability
- ▶ Assist students and families with learning about, evaluating, and accessing various community resources and human service agencies relevant to their concerns
- ▶ Empower families to navigate social service systems, including providing technical assistance, advocacy, and logistical support, thereby developing their ability to do so independently in the future
- ▶ Demonstrate sound judgement and decision-making in making recommendations for use of our Emergency Student Funding; inform our organizational philosophies, policies, and procedures as it relates to providing funding to families
- ▶ Monitor progress toward student and stabilization case goals and outcomes, documenting progress in a timely and thorough manner
- ▶ Conduct a follow-up review with each case 30 days post-closure to ensure that no additional concerns have surface and the circumstances have not worsened after discharge
- ▶ Maintain a high level of expertise and awareness of local resources and research related to trauma-informed crisis response, case management, financial literacy, and social work

Organizational Development and Continuous Improvement

- ▶ Participate in meetings within their grade level and among functional teams to promote a culture of feedback and continuous improvement with respect to shared responsibility for student outcomes
- ▶ Cultivate and model a strong student outcomes-focused habit of work and help identify areas of growth in our programmatic response
- ▶ Identify and/or design potential professional development opportunities, training, and support for staff to help them to grow the skill sets and knowledge needed to serve students better
- ▶ Prepare case summaries, build CoPilot reports, and regularly reflect on the outcomes and efficacy of our approach

Additional Responsibilities

- ▶ Ensure fidelity to budget, including prompt and accurate financial tracking and reporting
- ▶ Help plan cohort events throughout the year to promote community engagement, cohort cohesion and student affinity with College Bound
- ▶ Assist with maintaining and updating cohort website and social media (The website is used to house cohort announcements, seminar material, and student work products)
- ▶ Additional duties and special projects as assigned

Skills and Experience:

- ▶ Bachelor's degree required; Master's degree preferred in a related field (education, social work, nonprofit administration, psychology, counseling, etc.)
- ▶ A minimum of 3 years of experience working with at-risk youth required. Prefer a minimum of two years of experience in a nonprofit setting; experience with financial literacy a plus
- ▶ Strong program design, evaluation, and project management skills as well as the ability to make clear, informed decisions. Possesses a desire to lead constant iterative programmatic improvement based on results
- ▶ Highly organized self-starter with a commitment to excellence, strict attention to detail, and the ability to manage multiple projects and deadlines simultaneously
- ▶ Adaptable, possesses a high tolerance for ambiguity, and thrives in a fast-paced, highly collaborative environment
- ▶ Effective and professional communicator who can quickly establish credibility and rapport with partners, students, families, and staff
- ▶ Computer proficient; experience using a database to manage student information a plus

Benefits, compensation and working conditions:

- ▶ Competitive benefits include a portion of paid employee health insurance, HRA, dental, short-term disability, life insurance and free vision insurance.
- ▶ Flexible working environment with remote privileges on Fridays
- ▶ Play a vital role in a growing organization privileged to work with hundreds of intelligent and deserving young people every day.
- ▶ Employees should have a valid driver's license, reliable transportation and be able to pass a motor vehicle background check. Additionally, employees should be available to work occasional weekends, overnights and be available via phone for questions from colleagues and students.
- ▶ Salary for the role is \$48,000-\$53,000, depending on skills and experience

How to apply:

Applications will be accepted on a rolling basis until slots are filled, priority deadline for applications is **September 30, 2023**. Questions can be directed to Wil Hayes:

whayes@collegeboundstl.org

College Bound provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics, gender identity, gender expression, or sexual orientation (real or perceived). In addition to federal law requirements, College Bound complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

College Bound believes in the power of diversity as a starting point in the pursuit of racial, gender, social, and economic justice. We strive to create a culture where every individual is valued. We demand accountability and action from all individuals to serve with an open mind and from a place of compassion, love and humility. As an organization and as a community, College Bound commits to active listening and collaboration between students, families, alumni and staff to grow in understanding of how diversity and equity shape our work.