



# IRC Boise Refugee Youth Program Academic Coach Position Description

## **BACKGROUND:**

The staff of the IRC Boise office work as a team to provide comprehensive services for resettled refugees, asylees, victims of human trafficking, unaccompanied minors and other vulnerable immigrants as they begin to rebuild their lives in the Boise area. Services include case management, employment, health and wellness, education, and immigration services.

The youth program at IRC Boise supports refugee and immigrant youth in several aspects: initial school enrollment, case management, cultural orientation, and referrals to community youth programs. Additionally, junior and senior refugee and immigrant students receive college readiness support through the College Bound program. The RISE (Refugees in Swim Education) program connects refugee and immigrant children to life saving swim education in partnership with the YMCA during the spring, summer, and fall months.

## **SCOPE OF WORK:**

Through the Academic Coaching Program, the IRC assists families through the school enrollment process, and supports their understanding and navigation of Boise school systems, empowering them to become effective supporters of their children's education.

The Academic Coach (AC) serves as a liaison between the student, their family, and their school, supporting the student's academic and social emotional adjustment. The AC will ensure appropriate school and grade level placement, bridge communication between children, school staff, and parents, make referrals as necessary to other service providers, and support school staff. The AC will facilitate student participation in other IRC youth programs, as well as refer families to other available IRC services as necessary. The Academic Coach position is a year-long internship position. Academic Coaches report to the Youth Success Specialist.

## **ESSENTIAL JOB FUNCTIONS:**

- Coordinate student school enrollment, registration for school breakfast and lunch, student placement testing, immunization, and registration for after school programs, mentoring, and summer programs (IRC-run or otherwise)
- Conduct an initial assessment for each youth to determine strengths and areas of growth to inform an individualized service plan
- With support from the Youth Success Specialist, establish an individual service plan for the academic year with newly arrived refugee and immigrant youth and their family
- Conduct a final assessment for each youth to determine progress made towards goals and determine whether the youth would benefit from another year in the AC program
- Maintain regular contact with families via:
  - Weekly phone/text communication
  - Monthly in-person meetings (at home, school or the IRC office)

*IRC considers applicants on the basis of merit without regard to race, national origin, religious beliefs, sexual orientation, age, marital status, or physical disability. IRC is an equal opportunity employer.*

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- Facilitate parents' and/or guardians' involvement in children's education, including accompanying families to Parent/Teacher conferences
- Provide or secure interpretation services as needed to address issues involving children's education
- Refer youth and families for community based services, including mental health counseling, after school programs and other beneficial programming
- Collaborate with other IRC staff to facilitate participation in other IRC programming, including the RISE swim program and College Bound
- Maintain comprehensive case notes and regularly update family's individual service plan to respond to students' academic, material, and special case management needs
- Participate in staff development and team meetings
- Perform other duties as assigned

### **REQUIREMENTS:**

- Currently pursuing a Master's Degree in social work, education, or counseling
- Experience working with children and youth, specifically in the context of educational and social programs
- Experience working with refugee and/or immigrant populations highly desirable
- Fluency in a second language (including Swahili, Kinyarwanda, Bembe, Kigegere, French, Spanish, Dari, Farsi, Pashto, Arabic, Russian, Urdu, Burmese and Nepali) a plus
- Ability to work independently
- Willingness to work some evenings and weekends
- Familiarity with Boise's public transportation system. Willingness to travel to clients' homes in the greater Boise area
- Have access to a personal vehicle and willingness to transport clients to/from appointments, events, etc.
- Understand the need to approach and apply case management methods with the goal of client self-sufficiency and sustainability
- Proficiency in standard office technology, including Microsoft Word, Excel, Outlook
- Internship for school credit preferable