

**Blue Hills Adult Education Part-time Evening HSE Educational and Career Advisor**

**322 Sprague Street, Dedham 02026**

**POSITION:**  **Part-time Evening HSE Educational and Career Advisor**

**JOB DESCRIPTION:**

* Help students identify and overcome personal, social or behavioral problems that affect their education. Help students identify strengths, anticipate barriers to success, and develop strategies to overcome barriers
* Participate in intake and orientation to meet students; maintain regular contact throughout students’ participation in the program; and follow up with students after program completion
* Build relationships with community resources and social service agencies
* Maintain updated student data in program database
* Provide information sessions and schedule guest speakers on the availability of social and employment services as well as college degree programs, certificate programs, and vocational training
* Help students with goal planning and share this information with teachers
* Confer with students, teachers and administrators to identify potential at-risk students
* Provide guidance to students on HiSet and GED testing procedures and student testing accommodations
* Assists Director and Site Coordinator as needed

**POSITION DETAILS:**

* Location: Capen School in Dedham
* Tuesdays and Thursdays 6:00 - 9:30 pm
* 10 hours per week - (6 hours counseling; 4 hours student contact)
* Begins September 1, 2023, and ends June 30, 2024
* Paid professional development (10 hours)
* Current Hourly Rate: $37.47

**DESIRED MINIMUM QUALIFICATIONS:**

* + - * Bachelor’s Degree
      * Computer literacy skills
      * Certified to administer required ABE MAPT assessment (willing to certify)
      * Outstanding verbal, written, and presentation skills
      * Experience working with literacy level and limited English proficiency learners
      * Knowledge of career development, career assessments and the Mass Hire Career Center
      * Ability to adapt advising methods and techniques to address the needs of adult learners
      * Knowledge of area community resources and social service agencies
      * Bilingual ability preferred

**REPORTS TO:**  **ABE Director**

All interested applicants must complete a SchoolSpring.com application as soon as possible. Application

must include a letter of intent, resume and two letters of reference

**Equal Opportunity Employer. Diverse candidates encouraged to apply.**

Susan Haberstroh, ABE Director

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