

Job Title: Bilingual Student Support Specialist
Schedule: Contractual, 25 hours per week
Reports to: Director of Literacy and Workforce

PODER is an immigration center that prepares adult immigrants to seize opportunities in Chicago through comprehensive, tuition-free English education and job training programs. Through a deep commitment to the needs of Chicago's growing immigrant population, PODER provides critical societal and workforce integration services with both immediate and long-term impact for families, communities and employers throughout the City of Chicago. PODER's professional, disciplined approach ensures that all students learn to understand and communicate in English to confidently navigate daily life. Every student who commits to PODER's robust learning environment is empowered to build a successful new life in Chicago.

Essential Tasks

- Conduct re-occurring interviews in Spanish with students to obtain employment history, educational background, personal goals (i.e., career, higher education, etc.) to determine their purpose for learning English
- Conduct check-ins with students to monitor progress
- Prepare quarterly reports that capture student
- Serve as a liaison between PODER and external stakeholders and partners that may include tours and visits to postsecondary education, local businesses and community service agencies for wrap-around services
- Assist students in the creation, and subsequent monitoring, of a Customized Individual Plan (CIP), based on personal and professional goals
- Create a system and process for program evaluation and collect documentation
- Maintain accurate and complete student records of all contact including documentation of student progress (assessment and placement plans)
- Identify resources and support services for students as needed
- Flexible day and evening schedule depending on student availability

Required Knowledge & Skills

- Bilingual skills required (Spanish/English)
- Understanding of strength-based, holistic approach to assisting others achieve their goals
- Culturally responsive and competent in serving ethnically diverse communities
- Excellent interpersonal skills and ability to communicate effectively in verbal and written form (Spanish/English)
- Ability to establish and maintain positive working relationships with internal and external employees and stakeholders at all levels
- Knowledge of adult learning and career pathways

Qualifications

- Bachelor's Degree in Social Work, Psychology, Education, or closely related field; or
- Associates Degree in Social Work, Psychology, Education, or closely related field, and two years related experience