



LEAP Outreach Worker

PURPOSE OF POSITION:

The LEAP Outreach Worker will join the **L**earner **E**ngagement & **A**ttendance **P**rogram (LEAP) and work collaboratively with a team of Student Success Team members from Bridgeport Public Schools. LEAP aims to reduce chronic absenteeism in Bridgeport Public Schools through a home visiting model. The LEAP team conducts daily outreach to chronically absent students & their families, and works to re-engage the student while removing barriers to attendance. This position will involve frequent communication with students and families in Bridgeport, daily home visits, and on-the-ground support for students requiring daily documentation of efforts.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Conduct outreach to chronically absent students and families through phone calls, texts, email and home visits
- Schedule and conduct home visits with families throughout the Bridgeport community
- Maintain communication with Bridgeport Public Schools Student Success Team members to communicate information from families back to schools
- Establish relationships with families to gain a clear picture of student and family needs
- Work with families to remove barriers to attendance and create individual and personalized plans for student re-engagement
- Maintain regular contact with families to anticipate future attendance issues
- Refer participants to community-based organizations (e.g. housing services, long-term counseling, child-care, substance use counseling, mental health counseling, legal support services) to remove barriers to attendance and/or academic success
- Work with team members to maintain and update the agency's resource/referral directory
- Build and maintain relationships with local service providers and program partners
- Attend community and partner meetings and events
- Assist youth in developing goals and individualized action plans
- Maintain data collection of participants, interventions, and outcomes
- Provide other additional relevant tasks as needed assigned by the administration and/or RYASAP Attendance Coordinator.

QUALIFICATION REQUIREMENTS:

Previous experience working with students and/or in a K-12 school setting preferred. Familiarity with the City of Bridgeport, local agencies & service providers preferred. Applicants must be

self-motivated and have excellent writing and communication skills, and be willing to interact with families in all Bridgeport communities. Position will require travel throughout Bridgeport, daily access to a personal vehicle or ability to utilize public transportation. Mileage reimbursement or bus passes will be provided. Regular program hours are 9:00 – 5:30pm.

- Excellent organizational, writing and communication skills
- Ability to work with diverse communities and a willingness to develop trusting relationships with students and families in Bridgeport
- Experience using Microsoft Office, Google Docs and Microsoft Teams

COVID-19 vaccination is required.

SCHEDULE:

Part time, 20-28 hours/week, during the hours of 9:00 - 5:30pm; evening and weekend hours may be required at times.

SALARY:

\$20/hour

LOCATION:

Bridgeport, CT

Please send Resume and Cover Letter to HRresumes@ryasap.org