



Job Title:	Education Specialist
Department:	Clinical
Reports To:	Clinical Director
Employment Status:	Full-time and Part-time
FSLA Status:	Exempt
Work Location:	HopeWay at Oakhurst Commons HopeWay – inclusive of Foundation, Wellness, & Veterans House HopeWay Psychiatry & Associates
Remote Work:	Not Applicable
Schedule:	Monday-Friday, 20-40 hours per week
Effective Date:	Wednesday, August 9, 2023

POSITION SUMMARY

Provides a stimulating, safe, and developmentally appropriate educational environment where adolescents have the opportunity to develop cognitive, social, emotional, and physical skills. Provides a lesson plan by which classes are conducted. Works closely with families and the client's current academic institution to ensure educational requirements are met.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Core competency is demonstrated by the ability to carry out the essential duties and responsibilities of the job. The essential functions include, but are not limited to, the following.

1.	Organizes and provides developmentally appropriate adolescent education programs; plans and implements curriculum and education for adolescents ranging in age from 12–17 years old.
2.	Works closely with clients' current teachers to ensure curriculum is meeting the requirements of the school.
3.	Provides activities and opportunities that encourage curiosity, exploration, and problem solving appropriate to the developmental levels and learning styles.
4.	Plans and prepares classroom setting; oversees safety and educational programs; supervises clients in the classroom; provides a supportive environment.
5.	Interacts with parents and community groups; maintains open and cooperative communication with parents and families, encouraging their involvement in the program and supporting the family relationships.
6.	Writes and compiles individual assessments of each client's development; completes daily inventories, attendance, and related reports.
7.	Reviewing classroom or curricula topics and assignments.
8.	Working with clients to help them understand key concepts, especially those learned in the classroom.
9.	Teaching skills to improve academic performance, including study strategies, note-taking skills, and approaches to answering test questions.



10.	Demonstrating academic best practices for specific subjects and assignments, including research and writing tactics.
11.	Developing and distributing teaching materials to supplement classroom lessons, including study guides.
12.	Conducting practice tests to track progress, identify areas of improvement and help set goals for exam preparation.
13.	Providing clients positive and constructive feedback.
14.	Offering feedback on progress to clients' parents and teachers where appropriate.
15.	Performs other duties as assigned.

COMPLIANCE & PROTECTED HEALTH INFORMATION

- Understands and adheres to:
 - HopeWay compliance standards as they appear in the Employee Handbook, Code of Conduct, and Conflict of Interest policy.
 - Understands and adheres to HIPAA, CFR 42 Part 2, and North Carolina Identity Theft Protection Act standards, rules, and regulations.
 - The Minimum Necessary Standard when accessing protected health information in the performance of job duties and/or disclosing protected health information for treatment, payment, and/or operations purposes.
- Stays up-to-date with all HopeWay practices, rules, regulations, and policies as they presently exist and as they change and/or are modified.
- Keeps well-informed of all applicable federal, state, and local, regulations, laws, and policies as they presently exist and as they change and/or are modified.

JOB REQUIREMENTS

Minimum Qualifications

The minimum qualifications described here are representative of those that must be met by an individual to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- **Education:** Bachelor's degree required.
- **Experience:** Understanding/learning client needs through active listening techniques and questioning strategies Recognizing different learning styles and client preferences Designing differentiated learning goals Staying up to date with the school curriculum. Assisting clients with homework, projects, test preparation, papers, research and other academic tasks.
- **Licensure/Certification:** North Carolina teaching license.
- **Knowledge of:**
 - Computers, Microsoft Office products, and electronic health record (if applicable).
 - HopeWay's mission, vision, values, and philosophy regarding extraordinary customer relations and quality of service.



- Crisis management experience.
- **Ability to:**
 - Operate office equipment such as a personal computer, calculator, copier, fax machine, telephone, and general office equipment.
 - Multitask/Work in a fast-paced environment with several competing demands.
 - Assess and prioritize multiple tasks and demands; work within deadlines to complete projects and assignments.
 - Identify and recommend solutions to problems.
 - Develop and maintain effective working relationships with clients, family members, guests, the general public, associates, supervisors, providers, and staff.
 - Communicate effectively in oral form; read and write; understand, follow, and carry out written and oral instructions.
 - Exercise appropriate judgment in completing essential functions.
 - Manage difficult or conflict situations constructively with a high degree of sensitivity, tact, and diplomacy, and seek appropriate assistance.
 - Upon successful completion of job training, the ability to work independently and as part of a multidisciplinary team with professionalism, respect, integrity, and a strong work ethic.
- **Skills:**
 - Excellent written and verbal communication, customer service, telephone skills, attention to detail, and organizational skills.
 - Skill in dealing firmly, tactfully, and courteously with clients, family members, guests, and the general public.
 - Understands patient care, medical terminology, and reference tools.
 - Understand the importance of protected health information and will abide these confidentiality requirements.
- **Additional Requirements:**
 - Basic Life Support (BLS) and First Aid certification from American Heart Association or American Red Cross required. Must be obtained within 30 days of effective date and be maintained as *current* throughout employment.
 - Verbal De-Escalation training/certification required. Must be obtained within 30 days of effective date and be maintained as *current* throughout employment.
 - Tuberculosis screening required. Must be completed prior to effective date and rescreened *annually* throughout employment
 - A minimum of two years of sobriety preferred, if in recovery.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.



- **Physical Demands:** Must be able to remain in a stationary position up to 50% of the time. Must be able to operate office and medical equipment/devices. Must be able to move about from work area to work area and position self to accomplish tasks. Must be able to communicate information/ideas so others will understand, and exchange accurate information in these situations. Must be able to observe details at close range. Must be able to exert up to 15 pounds of force to move, position, install, and/or remove objects.
- **Work Environment:** Must be able to perform complex tasks requiring independent knowledge and its application to non-routine situations. May be exposed to dust, fluctuation in inside temperatures, and electro-magnetic radiation (e.g., computer screen). The noise level in the work environment is generally quiet.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the individual will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this job description are the minimum levels of knowledge, skills, or abilities. This job description does not create an employment contract, implied or otherwise, other than an at-will relationship.

HopeWay is an equal opportunity employer, tobacco/nicotine/drug-free workplace, and complies with ADA regulations as applicable.

EMPLOYEE ACKNOWLEDGEMENT

I, _____, acknowledge I have reviewed and accepted this job description.
(Employee's Name – PRINT)

Employee's Signature

Date: _____

Human Resources/Supervisor Signature

Date: _____

Human Resources/Supervisor Name & Title – PRINT



FOR INTERNAL USE ONLY

Approved By: _____

Approved Date: _____