

Project for Pride in Living, Inc.
Position Description

Job Title: Children and Youth Services Coordinator
Department: Resident Services – Family Supportive Housing
Reports To: Program Manager
FLSA Status: Non-exempt, 40 hours per week (2-3 evenings per week)

Job Summary

Work with families by assisting children, youth, and parents in developing, implementing, and achieving individual goals related to education and personal growth. Utilize case management, crisis intervention, and positive communication skills to build partnerships with families from diverse communities who have experienced homelessness and mental health challenges. Support families in developing a well-being plan for up to 75 youth. Facilitate a high quality after-school program focused on mentorship, literacy, and social skill development. Coordinate teen and family enrichment activities to build community and positive experiences. Intercultural competency, an understanding of child/youth development, and knowledge of community resources are essential to this position.

Essential Duties and Responsibilities: *The following duties are normal for this position. These duties are not to be construed as exclusive or all-inclusive.*

- Develop trusting relationships with children, youth, and parents using an asset-based, culturally inclusive, and trauma-informed approach.
- Engage with residents to facilitate annual well-being plan sessions with parents and their children birth-18. Follow up with individuals to provide support in addressing areas of concern, accessing resources, educational advocacy, navigating systems, and accomplishing goals.
- Plan and facilitate all aspects of after-school programming for up to 15 youth in K-5th grade. Prepare literacy intervention materials, educational resources, and enrichment activities for youth to utilize during tutoring sessions.
- Plan and facilitate ongoing groups and workshops for children/youth in 6th-12th grades. Coordinate on-site activities and off-site field trips. Partner with community resources to bring in guest experts on topics such as employment, education, relationships, sexual health, etc.
- Work with families to develop a summer plan for all school-age youth.
- Partner with Family Services Coordinators to facilitate monthly family enrichment activities.
- Conduct home visits with Family Services Coordinator to observe family dynamics and support parenting.
- Communicate and coordinate services with all team members and internal/external stakeholders.
- Supervise, coach, and collaborate with a team of highly skilled volunteers and work study /intern students to offer services to families.
- Keep accurate and up to date documentation including but not limited to: case notes, incident reports, program evaluations, attendance data, receipts, FAST literacy assessments, Academic Skills Building Program Quality Assessment, etc.
- Participate in internal and external professional development, team meetings, case consultation, special initiatives, PPL committees, and organization-wide meetings.
- Network and become knowledgeable about community programs and resources.
- Provide transportation in a PPL van or personal vehicle for programming, special events, and appointments.

Additional Tasks and Responsibilities: While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may be performed by other members.

- Answer and route telephone calls and miscellaneous questions from employees, clients, vendors, and the public, and provide customer service.
- Support PPL work and mission by accepting assignments for special projects, committees, etc.
- High level of personal and professional integrity, including ability to maintain confidentiality.
- Maintain professional communications with program participants, co-workers and others.
- Provide information on assigned functions and meet deadlines.
- Perform related administrative tasks or other duties as assigned or directed.

Supervisory Responsibilities

- Responsible for selecting and supervising Work-Study and intern students.
- Provide professional development and coaching for Work-Study and intern students.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Minimum Technology Qualifications

Ability to use:

- Office equipment including telephone and voicemail systems, copier, printer, fax machine and scanner
- MS Word and Outlook
- Internet
- Electronic timecard system
- Computer Network (files, drives, and folders)

Minimum Requirements

- Experience with case management or providing direct services to youth.
- Experience working with children or youth affected by mental illness, chemical dependency, and/or homelessness.
- Strong desire to serve people from diverse cultures, economic, and social situations.
- Ability to respond to the unique cultural, economic, and social needs of residents, using individual assets to meet their goals.
- Ability to maintain confidentiality and boundaries in all interactions with residents, staff, volunteers, and the public.
- Self-starter with excellent verbal and written communication skills.
- Ability to work independently and as a team member.
- Ability to work well in a collaborative team environment with both internal and external partners.
- Good organizational, communication, and leadership skills.
- Ability to efficiently coordinate, track, and complete multiple tasks and adjust to changing priorities.
- Proactive in seeking out resources and connections for programming within the community.
- Valid drivers' license, 3 years good driving experience, able and willing to drive 15 passenger van.

Education and/or Experience

- Prefer BA/BS degree in youth studies, education, social work, human services, or a related field. Associates Degree and experience with the target population may be considered as a substitute for some education.
- 2-3 years of experience in case management with children, youth or parents; youth development; or other closely related field.
- Experience supervising volunteers or staff a plus.
- Responsive Classroom, trauma-informed care, ASQ, Dialectical Behavioral Therapy skills, and literacy intervention experience a plus.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit, bend, and communicate. The employee must occasionally lift and/or move up to 50 pounds (lift supplies or small children).

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Project for Pride in Living, Inc. is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the organization will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employees Signature

Date

Supervisors Signature

Date