

JOB DESCRIPTION

Position Title: Transitional Living Program Specialist Pay Rate: \$12.20-\$14 DOE	Job Status: 30 hours per week
Department: Transitional Support Services	Location: Off-site TLP
Reports To: Director of Transitional Support Services	Number of People Supervised: None

POSITION PURPOSE

To build positive relationships with young people in order to support them in meeting their needs and goals. Provide day-to-day support of young people through collaboration with TLP team with a foundation in trauma informed care and the nurtured heart approach.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following list of duties or tasks is not intended to be complete but to represent some of the tasks required under each of the major responsibilities.

Direct Support to Youth

- Support, engage, empower and assist youth in meeting their goals
- Provide services in a culturally competent and youth-friendly manner
- Develop and support youth leadership opportunities
- Provide one-on-one individualized life skills development to youth as needed
- Coordinate, monitor and participate in activities
- Provide crisis intervention, as necessary

Transitional Living Program Support

- Secure start-up materials for new apartments.
- Assist young people and TLP Coordinators with the move-in process.
- Clean apartments of residents that have moved out of the program.
- Collaborate with TLP Coordinators, TLP Specialists, and TSS Director to support young people in unified ways.
- Work as a team with other staff to ensure consistency, clarity and safety for youth

Life Skills Academy Support

- Collaborate with LSA team to provide extra support, such as transportation, as needed.

EDUCATION & RELATED WORK EXPERIENCE

**Education Level/ Years of Related Work Experience:
(minimum & preferred educational requirements necessary to perform this job successfully)**

- Must be 25 years of age or older
- Minimum of High School or GED with 2 years experience working with youth

SKILLS AND KNOWLEDGE

	Required	Preferred
Knowledge of community resources and experienced in providing referral services clients	X	
Excellent oral communication skills reflecting solid customer service both in-person and via the telephone	X	
Ability to relate well in cross-cultural environments	X	
Ability to use time effectively	X	
Ability to focus on details	X	
Ability to adapt to shifting priorities	X	
Ability to position and promote opportunities	X	
Proficiency in technical areas such as Microsoft Office; including Word, Outlook, and Excel.	X	
Bilingual, English and Spanish		X
Ability and willingness to travel locally and regionally to meet agency needs	X	

CONDITIONS OF EMPLOYMENT
(Describe any specific conditions for employment relative to this position)

Must be able to pass comprehensive criminal, sexual offender, MVD background checks.
Must have car, valid driver's license, and meet state required automobile insurance minimums.

WORK ENVIRONMENT AMERICANS WITH DISABILITIES ACT

Equipment Used:
PC and standard office equipment

Physical Requirements:
The position requires the ability to lift 40 pounds unassisted, 45 and above pounds with assistance.

Equal Employment Opportunity

New Day Youth and Family Services provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Job Responsibilities

The previous statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. New Day Youth and Family Services may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS

Creation Date:	Revision Date:
Supervisor: I have approved this job description and reviewed with my employee.	
Signature:	Date:
Employee: I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature:	Date:

Executive Director/Department Director

Signature:

Date: