

Position Title: TLP Admissions & Support Coordinator	Job Status: Full Time, Non-exempt
Department: Housing	Location: Admin Office
Reports To: Transitional Living Program Manager	Number of People Supervised: None Hourly Rate: \$33,000-\$38,000 DOE

POSITION PURPOSE

To build positive relationships with young people in order to support them in meeting their goals. Coordinate admission process for Transitional Living Program and supporting young people in appointments with state and community agencies.

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 young people through the application and admission process
- Identify supports and practical steps youth who are in the application process need to move forward as independent adults and potentially within the program
- Provide services in a culturally competent and youth-friendly manner
- Provide one-on-one individualized life skills development to youth as needed
- Provide crisis intervention, as necessary

Transitional Living Program Support

- Organize and facilitate TLP application and intake process
- Coordinate and schedule new client interviews with young people and the team
- Collaborate with youth to create innovative independent living plans that meet youth's individual needs and vision
- Facilitate youth team meetings using the evidenced-based Wraparound model
- Develop an individualized flexible weekly schedule that best meets youth, community and agency needs
- Work as a team with other staff to ensure consistency, clarity and safety for youth
- Conduct youth apartment checks and act as after-hours on-call staff once per month in rotation with team

EDUCATION & RELATED WORK EXPERIENCE

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

- Must be 24 years of age or older
- Master's Degree and 1-2 years of experience working with youth, Bachelor's Degree and 2-3 years of experience working with youth, and Associate's Degree and 4+ years of experience.

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, including utility dolly

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.