

**JOB DESCRIPTION**

<b>Position Title:</b> Wraparound Facilitator	<b>Job Status and Compensation:</b> Full Time, Exempt, \$34,000-40,000 DOE
<b>Department:</b> Transitional Supports	<b>Location:</b> Admin Office, Community Based
<b>Reports To:</b> Transitional Living Program Manager	<b>Number of People Supervised:</b> None

**POSITION PURPOSE**

Through an intensive facilitation and coordination process, the wraparound facilitator runs team meetings for young people ages 16-24 to organize care with other agencies, develop and utilize informal and formal supports, and identify and make use of youth and family strengths to help a young person to realize their personal vision and increase their success and autonomy from formal systems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES  
(IN PRIORITY ORDER)**

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.

**Engagement**

- Carry an average caseload of 8-12 young people consistently
- Participate in a regular after hours on-call rotation with the transition services team
- Collaborate with young person, family, and other team members to create innovative self-sufficiency plans that meet a young person’s individual underlying needs and vision
- Work as a team with other staff to ensure consistency, clarity, and safety for young people
- Keep completed and consistent detailed documentation on each individual
- Collect the relevant information regarding a young person’s story, current situation, strengths, needs, and vision
- Provide crisis intervention, as necessary and assess immediate risk for safety and coordinate resources for stabilizing that risk
- Exercise tact and sensitivity in facilitating team dynamics
- Participate in the WRAPAROUND CARES certification process
- Embody and model New Day’s values and approaches, which includes: Positive Youth Development, The Nurtured Heart Approach, cultural awareness and honoring and trauma informed with both young people, families and community members

**Planning and Implementation**

- Participate in the transition services and wraparound team
- Guide wraparound team towards curious, holistic, and strengths-based problem solving

- Facilitate communication among all wraparound team members throughout the process, including task follow-through, timeliness, and outcomes of planned strategies
- Locate, engage, and coordinate services and resources
- Address issues of team conflict and engagement in a timely manner
- Flexibility to change plans as needed with a solution-focused mindset
- Work with young person to identify natural and informal supports to join their team

**EDUCATION & RELATED WORK EXPERIENCE**

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

- Some college with 4+ years of experience in a related field; Bachelors and 2+ years of experience; Masters and 1+ years of experience
- 2-5 years of experience working with young people who have experienced homelessness, trauma, and/or system involvement

**SKILLS AND KNOWLEDGE**

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

**Core Competencies**

**High Performance Indicators**

**Coaching/Coachability –**

Assesses needs of team; successful in coaching employees to maximize their strengths and support their needs. Responds well to coaching by supervisor.

<b>Visionary &amp; Strategic Thinking</b>	Contributes to strategic planning with fresh ideas and forward thinking. Participates with New Day Leadership team and CC team in developing innovative strategies for overcoming challenges and attaining goals. Takes initiative to identify road blocks and create new paths to success.
<b>Leadership –</b>	Leads team with enthusiasm, motivating them to achieve positive outcomes. Recognizes and rewards team successes. Remains positive in the face of adversity and encourages team to accept challenges and be team oriented.
<b>CONDITIONS OF EMPLOYMENT</b> (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.	
<b>WORK ENVIRONMENT AMERICANS WITH DISABILITIES ACT</b>	
<b>Equipment Used:</b> PC and standard office equipment, including utility dolly	

***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.

<b>ACKNOWLEDGEMENTS</b>	
<b>Creation Date:</b>	<b>Revision Date:</b>
<b>Supervisor: I have approved this job description and reviewed with my employee.</b>	
Signature:	Date:
<b>Employee: I have reviewed this job description with my supervisor and acknowledge receipt.</b>	
Signature:	Date:
<b>Executive Director/Department Director</b>	
Signature:	Date: