



YOUTH & FAMILY SERVICES

JOB DESCRIPTION

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

POSITION PURPOSE
To build positive and meaningful relationships with young people in order to guide them in meeting their goals and vision and to help young people build meaningful supports in their individual communities and lives in order to enhance their successes as independent adults.
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.
Transitional Living Program Support
<ul style="list-style-type: none"> • Collaborate with youth to create innovative independent living plans that meet youth’s individual underlying 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 • Provide one-on-one individualized life skills development to youth as needed • Keep consistent and detailed documentation on each young person per grant and programmatic expectations • Attend interviews for young people engaged in the TLP application process • Provide services in a culturally competent and youth-friendly manner • Act as a liaison for the Transitional Living Program in the community with other programs that serve young people, probation officers, social workers, mental health professionals, businesses, health care providers and friends and family members of youth in the program. • Provide crisis intervention, as necessary • Conduct youth apartment checks and act as after-hours on-call staff once per month in rotation with team • Other duties as assigned
EDUCATION & RELATED WORK EXPERIENCE
Education Level/ Years of Related Work Experience: (minimum & preferred educational requirements necessary to perform this job successfully)



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- 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.



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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.