New Day Youth and Family Services, Inc.

Position Title: Prevention/Aftercare Coordinator
Job Status: Full Time, Non-Exempt
Department: Safe Home
Location: Youth Blast Drop In Center and Safe Home
Reports To: Safe Home Director
Number of People Supervised: None
Wage: $34,000- $42,000 DOE

POSITION PURPOSE

To support young people who are experiencing, or are at-risk of, homelessness and connect them with services and resources that move them on a path to increased stability and community connection. Collaborate and engage with community partners, schools, and businesses in order to best support young people. Work with multiple programs and departments within New Day to ensure all services and supports are woven together in comprehensive and supportive ways for young people.

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.

GENERAL

- Provide coverage and support to Safe Home and Youth BLAST Drop-In Center as needed
- Provide youth engagement utilizing New Day’s primary approaches which include: the Nurtured Heart Approach, Trauma Informed Care, Positive Youth Development and cross departmental communication
- Provide services in a culturally responsive and youth-friendly manner
- Utilize effective, positive communication skills with peers, staff, families, community and the general public and embody New Day’s ten core values in all interactions
- Work as a team with other staff to ensure consistency, clarity and safety for young people
- Document all outreach and aftercare provided or attempts made in the online data base
- Track data and develop reports as requested including a weekly update email to Safe Home Director
- Follow personnel and agency policies and procedures as they pertain to your individual program
- Attend staff meetings and mandatory training sessions
- Perform other duties as assigned

OUTREACH

- Cultivate long term community relationships with area schools and community partners ;
- Conduct trainings on identifying youth homelessness and ways to help young people who are at risk of experiencing homelessness
- Provide brief case management support to young people who are in need of support and refer them to long-term and services
### Plan

- Plan and execute regular outreach events in partnership with other community members; create flyers and other outreach materials for these events including the New Day outreach kit (hygiene pack)

- Update outreach resource pamphlet on a regular basis

- Participate in Youth Blast strategic outreach and event planning meetings. Facilitate outreach plans when requested by Community Connections Director

- Participate in community street outreach efforts; create new outreach opportunities for New Day

### AFTERCARE

- Follow-up with non-system involved youth and families at varying intervals after discharge and provide additional support and resources as needed in collaboration with a Life Skills Coach

- Support Safe Home Care Coordinator in providing services as needed; provide a warm hand-off for youth leaving the shelter setting by attending RHY (Runaway Homeless Youth) youths’ last shelter team meeting in collaboration with a Life Skills Coach

Revised August 2019
## EDUCATION & RELATED WORK EXPERIENCE

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

- A Bachelor’s degree in a human service field from an accredited university (preferred) and one (1) year relevant experience working with the target population or Associates degree (minimum) and three years relevant experience
- Must be 23 years of age or older
- Knowledge of adolescent development as well as street culture
- Willingness to work flexible hours including some weekends and evenings
- Possess a valid driver’s license, vehicle insurance, and a good driving record
- Must be able to reflect on one’s internal state and utilize appropriate resources

## SKILLS AND KNOWLEDGE

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<th>Required</th>
<th>Preferred</th>
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<tr>
<td>Knowledge of community resources and experienced in providing referral services to clients</td>
<td>X</td>
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<td>Strong leadership, mentoring and coaching skills</td>
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<td>Ability to identify quality support strategies</td>
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<td>Excellent oral communication skills reflecting a strong ability to build relationships both in person and on the telephone</td>
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<td>Ability to relate well in cross-cultural environments</td>
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<td>Ability to use time effectively</td>
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<td>Ability to focus on details and the larger picture</td>
<td>X</td>
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<td>Ability to adapt to shifting priorities</td>
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<td>Ability to position and promote opportunities</td>
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<td>Proficiency in technical areas such as Microsoft Office including Word, Outlook, Access, Powerpoint and Excel.</td>
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<td>Bilingual, English and Spanish</td>
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<td>Ability and willingness to travel locally and regionally to meet agency needs</td>
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## 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.
**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.

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**ACKNOWLEDGEMENTS**

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<th>Creation Date:</th>
<th>Revision Date:</th>
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<td><strong>Supervisor:</strong> I have approved this job description and reviewed with my employee.</td>
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<td><strong>Employee:</strong> I have reviewed this job description with my supervisor and acknowledge receipt.</td>
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<tr>
<td><strong>Executive Director/Department Director</strong></td>
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