

## JOB DESCRIPTION

<b>Position Title:</b> Transitional Living Program Specialist Pay Rate: \$12.20-\$14 DOE	<b>Job Status:</b> 40 hours per week 1pm-11pm Wed-Sat
<b>Department:</b> Transitional Living Program	<b>Location:</b> Life Skills Academy Building
<b>Reports To:</b> On-Site TLP Coordinator	<b>Number of People Supervised:</b> None

### POSITION PURPOSE

**To build positive relationships with young people in order to support them in meeting their goals. Coordinate day-to-day workings of the Life Skills Academy and create leadership opportunities for youth within the Transitional Living Program.**

### 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
- Support Program Manager with TLP applicants and completing all Life Skill Assessments
- Work as a team with other staff to ensure consistency, clarity and safety for youth
- Clean the Life Skills Academy building
- Develop and disseminate a weekly newsletter

#### **Life Skills Academy Support**

- Ensure end of class and course surveys and are completed
- Coordinate LSA registration and pick-ups for classes

**EDUCATION & RELATED WORK EXPERIENCE**

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

- Must be 23 years of age or older
- Minimum of High School or GED with 2 years experience working with youth

**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>	

**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 maintain state required automobile insurance minimums.

**WORK ENVIRONMENT AMERICANS WITH DISABILITIES ACT**

**Equipment Used:**  
PC and standard office equipment

***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: \_\_\_\_\_