New Day Youth and Family Services

***JOB DESCRIPTION***

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| **Position Title:**  Street Outreach Coordinator | **Job Status:** Full Time, Non-Exempt  Mon-Fri- 9-5 (some evenings and weekends) |
| **Department:** Community Connections | **Location:**  Office at Drop-in Center |
| **Reports To:**  Drop-in Center Program Manager | **Number of People Supervised:** None Wage: $18.00-$20.25 |

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| **POSITION PURPOSE** |  | |
| **The Street Outreach Coordinator works to support young people (under the age of 21) who are actively homeless. The Street Outreach Coordinator is responsible for identifying and partnering with other entities to conduct street outreach, and attending events and activities focused on identifying and serving the target population. The street outreach team is responsible for initiating and maintaining contact with young people encountered on the streets, providing them with consistent support and resources to meet their basic needs.** |  | |
| **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 youth engagement utilizing New Day’s primary approaches which include: the Nurtured Heart Approach, Trauma Informed Care, and Positive Youth Development. | |
| * Provide services in a culturally responsive and youth-friendly manner, including enrollment and comprehensive needs assessment. | |
| * 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. | |
| * Track data and develop reports as requested including a weekly update email to the Drop-in Center Program Manager. | |
| * Follow all personnel and agency policies and procedures. | |
| * Attend staff meetings and mandatory training sessions. | |
| * Perform other duties as assigned. | |
| **OUTREACH** | |
| * Cultivate long-term community relationships with area schools and community partners. | |
| * Able to be in unpredictable situations and assess for risk. | |
| * Conduct trainings on identifying youth homelessness and ways to help young people who are at risk of experiencing homelessness. | |
| * Collaborate with Street Outreach Case Manager to support young people who are in need and refer them to long-term services as indicated. | |
| * Plan and execute regular outreach events in partnership with other community members; create flyers and outreach materials for these events including the New Day outreach kit (hygiene pack) | |
| * Update outreach resource pamphlet on a regular basis. | |
| * Participate in weekly walking and pop-up street outreach activities. Facilitate outreach plans when requested by Community Connections Director | |
| * Participate in community street outreach efforts; create new outreach opportunities for New Day. | |
| * Maintain accurate and timely documentation and data entry. | |
| * Support youth to access shelters and housing. | |
| * Transport youth to shelters, appointments and accessing resources as needed. | |

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| **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 a minimum of three years relevant experience working with the target population. * Must be 25 years of age or older. * Experience working with people young people and/or people living on the street. * Knowledge of adolescent development as well as street culture. |
| 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, able to walk up to two miles carrying 30 lbs. in a backpack.

***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** |
| **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: |