



Position: TAY Intake Coordinator
Program: Project independence/THP +
Status: Full-time
Exemption Status: Non-exempt
Supervisor(s): TAY Program Manager
Salary Range: \$22-\$24/hour DOE

AGENCY DESCRIPTION:

Abode Services is a community based organization founded in 1988. Services include support services to families as well as adults without children. The mission of Abode Services is to end homelessness by assisting low-income un-housed people to secure stable, supportive housing and to be advocates for the removal of the causes of homelessness. The agency provides services throughout Alameda, Santa Clara and Santa Cruz County's; this position will provide services in southern Alameda County.

Program Description:

Project Independence (PI) operates a THP-Plus program (for youth ages 18-24 who have emancipated from the foster care system and a THP+ FC program (for non-minor dependents ages 18-21). The THP+ FC program is a licensed foster care placement program for youth who are enrolled in extended foster care. PI helps youth, and their children by providing them with affordable housing linked to comprehensive supportive services. This housing plus services strategy is effective because it provides youth with a stable foundation and adult support while they finish their education or job training, find new employment and/or overcome psychological problems that interfere with their ability to live independently. This position will work with both programs.

Job Purpose Summary: The Intake Coordinator is responsible for the initial screening and management of referrals to Abode Service's THP+ and THP-FC program cultivating and maintaining collaborative relationships with the referral community and young people applying to program, and maintaining files that CCL and other funding requirements.

EXAMPLES OF DUTIES / RESPONSIBILITIES:

- Maintain active relationship with referral sources to identify and cultivate new referrals, strengthen and solidify relationships with established referral sources and provide information to the community regarding agency services and programs.
- Keep referral sources apprised of program openings.
- Receive and review referring documentation. Follow up with referral source to get more information as necessary.
- Complete intake process – inclusive of phone contact with referral source, faxing of necessary paperwork, checking eligibility, etc.
- Assist in conducting initial intake screening on youth and make recommendation to TAY Program Manager regarding housing placement.
- Assist in completing initial psychosocial assessment and report out to team.
- Conduct pre-housing informational workshops.
- Work with team in supporting youth from enrollment in program to entry into housing.
- Track the referral process to assure prompt entry into services
- Develop and maintain waiting list for programs at capacity.
- Attend Alameda County Team Decision Meetings (TDMs) to educate youth about Abode Services programs.

- Maintain current housing resources and work with TAY on an on-going basis to apply for housing opportunities past the PI/PIP programs.
- Create and maintain program trackers and rosters.
- Ensure participant files meet CCL requirements as well as other funding requirements. Assist with file audits.
- Assist with completing data entry of and tracking of intakes, exits, and quarterly updates.
- Assist Program Manager is reviewing, auditing, and correcting data entered in HMIS, Apricot, and JBF data bases.
- Track housing vacancies and collaborate with housing staff to determine program vacancies and plan for youth move-ins and transfers.
- Provide support to the Children's Program through creation of flyers, providing administrative support like making copies of materials for groups, purchasing food for the groups, picking up items from shelter, etc.
- Complete support letters for legislative efforts in bringing more support to TAY in California.
- Attend and participate in all relevant supervisions, meetings and trainings.

MINIMUM QUALIFICATIONS:

- BSW/BA psychology required. Masters in Social Work, Psychology, or related field from an accredited university preferred.
- At least 1-year experience providing services to homeless youth and/or foster care youth including at least six-month experience in working with minority populations.
- At least 1-year experience providing program support in an administrative capacity.
- Must have strong communication skills, both verbal and written as well as strong organizational skills and with an eye detail.
- Must be able to represent the agency and program well both in both individual and group interactions with partner agencies, Probation, Child Welfare, etc.
- Proven ability to work independently and as an effective and collaborative member of a team.
- Ability to build supportive and respectful working relationships with transition age youth that instills hope and promotes self-determination using a strengths-based approach.
- Possess an understanding of and practice cultural sensitivity through open dialogue and self-exploration with diverse groups, while providing direct services.
- Ability to effectively intervene in crisis situations and make sound decisions in difficult situations with participants.
- Proficient in Microsoft Office computer programs. Strong excel skills required.
- Reliable transportation and proof of a valid and current California Driver's License and current insurance along with a clean DMV record required.
- Ability to work flexible hours, including some weekends and evenings.

Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at any time with or without notice.

Equal Opportunity Employer/Drug Free workplace.