



Job Description

Position:	Youth Service Coordinator
Program:	Project Independence Plus (THP+FC)
Status:	Full-time
Exemption Status:	Non-exempt
Supervisor(s):	Transition Age Youth (TAY) Program Manager
Salary:	\$23-\$25/hour DOE

Agency Background: 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 County; this position will provide services in southern Alameda County Utilizing Housing First philosophies.

Position Summary: 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 have the flexibility to work in either program.

***This position fulfills requirements for students who are receiving the Prop. 63 stipends.
Clinical supervision available for those working towards licensure.***

Minimum Qualifications:

- Masters in Social Work, Psychology or other related field from an accredited university required.
- 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.
- 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.
- Must possess knowledge of and ability to use Harm Reduction and Motivational Interviewing interventions in your work with TAY. Must also have a working knowledge on the impact of childhood abuse and trauma on adult development.
- 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.
- Strong communication skills, both verbal and written. Strong organizational and time management skills.
- Proficient in Microsoft Office computer programs.
- 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.

Responsibilities:

- Maintain a caseload of 12 participants.
- Evaluate and assess eligible youth for participation in the program.

- Attend Team Decision Making (TDM) meetings.
- Assist with enrolling applicants into the program which includes face-to-face meetings with all applicants.
- Assist participants in maintaining stable housing by providing tenant/landlord liaison support.
- Assist with housing placement, maintenance coordination, and general communication around housing needs.
- Prior to enrollment work with local faith communities and services groups to obtain furnishing for new units and stage apartments so that they are ready for inspection by Community Care Licensing.
- Develop and update Needs and Service Plans for all participants.
- Prepare written applicant assessment reports.
- Deliver case management services, including but not limited to weekly personal contact, periodic home visits, monitoring of educational progress, income certifications, and referrals to adjunct services.
- Assistance with financial, career planning, and job search preparation.
- Advocate for participants with employers, educators, and other service providers.
- Attend mandatory meetings and case-conferencing sessions.
- Collaborate with CASA Workers, Child Welfare Workers, ILSP, Probation, attorneys, other supportive adults in the young person's life, etc to ensure continuity of care.
- Assist with developing and implementing the TAY Children's Program including planning and facilitating groups and program activities geared towards parenting youth and their children.
- Work with families and provide services and resources to both the program parent and their child. Complete ASQs and other assessments with the children.
- Network with other community service organizations and local government
- Prepare quarterly, annual, and programmatic reports as requested.
- Maintain secure comprehensive case files and prepare and submit all programmatic reports as required.
- Assist in developing materials, assessment tools, and other program processes/documents/tools for the Project Independence program.
- Provide assistance to the TAY Program Manager, Project Independence Coordinator, and Director of Health and Wellness as directed.
- Other tasks and duties as assigned.

Equal Opportunity Employer/Drug Free workplace.