Position: Project Independence Youth Service Coordinator
Status: Full-time
Exemption Status: Exempt
Supervisor(s): Project Independence Program Manager

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.

Position Summary: Project Independence (PI) helps youth, from 18 to 24, who have aged out of the foster care system, 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. The Project Independence Manager supervises all aspects of the program including supervision of program staff, documentation, and reporting.

Clinical supervision towards licensure offered.

Responsibilities:

• Maintain a case load of 12-18 participants.
• 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.
• Develop Transitional Independent Living Plans and Individualized 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.
• 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.
• Provide assistance to the Project Independence Program Manager and Health and Wellness Director as assigned.
• Assist in developing materials, assessment tools, and other program processes/documents/tools for the Project Independence program.
• Other tasks and duties as assigned.
Minimum Qualifications:

- Masters in Social Work from an accredited university required.
- At least 1 year experience providing services to homeless youth and/or foster care youth.
- 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.
- 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.

Equal Opportunity Employer/Drug Free workplace.

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 anytime with or without notice.