



Abode Services, one of the largest and effective nonprofits working to end homelessness in the Bay Area, is offering multiple opportunities for an experienced **Youth Service Coordinator** for the Project Independence (PI) operates a THP-Plus programs (or youth ages 18-24 who have emancipated from the foster care system and a THP-FC program (for Non-Minor Dependents ages 18-21). 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.

How Abode Appreciates You:

- **Competitive Pay Range at \$23-25 per hour**
- Dynamic, mission-drive culture and supportive leadership. We support you in supporting others.
- 100% Medical, Dental, Vision benefits coverage for employees
- 19 Paid Time Off days and 9 Paid Holidays per year
- Voluntary benefits: FSA, EAP, Commuter Checks, Life Insurance, Legal, and more
- 403(b) Retirement Savings Plans with Employer Match & Contribution Programs
- Clinical Supervision hours towards licensure
- Professional Development Trainings, Leadership Academy Programs, and Opportunities for Growth
- Employee Recognition Program, Annual staff gatherings, and holiday parties

How You Make an Impact:

- 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.
- 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.
- 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

How You Meet the Qualifications:

- Bachelors, in Social Work or Psychology required. Masters, in Social Work from an accredited university preferred.
- At least 1year 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.

How to Apply: Please send your resume and cover letter to jobs@abodeservices.org

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.

Abode Services is an Equal Opportunity Employer/Drug Free Workplace