



STAR VISTA

JOB POSTING

Job Title: Program Coordinator

Program/ Department: Daybreak / Department of Youth Empowerment Services

Salary/Wage: DOE

Status: Full time, non-exempt; medical, dental, vision & vacation benefits

Reports To: Daybreak Program Manager

PROGRAM DESCRIPTION:

Daybreak provides transitional housing and independent living skills training for homeless youth aged 16-21. Residents participate in a structured program where they are required to attend school, work, and save a portion of their paychecks. Residents are connected to medical and mental health services, and learn how to shop, cook, manage their money, find and maintain a job, and locate housing.

Responsibilities and Duties:

- Oversee program procedures and compliance regarding client files, incident reports, child abuse reports, and client contact records.
- Collaborate with Program Manager to provide ongoing assessment and evaluation of the program and implement changes congruent with long-term program goals.
- Assist in maintaining a safe and secure home environment for clients, in accordance with Community Care Licensing laws and regulations.
- Work in the milieu 2-3 shifts per week to ensure engagement in the program and to provide supervision.
- Develop and maintain positive relationships with collaborating partners, community agencies and referral sources.
- Uphold professionalism with community agencies and referral sources - maintaining appropriate boundaries, ethical standards, and client confidentiality.
- Work closely with the Program Manager on the creative visioning and development of the program.
- Attend regular staff meetings, required trainings, supervision, and other meetings as required for the position.
- Supervise and counsel residents in residential milieu. Supervise residents with daily activities and chores. Provide a consistent, safe, scheduled and supportive environment.
- Assist in training of new Residential Counselors and Relief Workers and maintain assigned house duties.

- Provide Case Management services for youth residents and families.
- Conduct initial assessment of client strengths and needs.
- Assist each youth in developing a Goals of Progress Plan which defines personal, educational, mental and physical health, and employment goals and objectives.
- Conduct regular individual meetings with youth and support progress toward their established goals.
- Provide regular reports on individual young adults' progress and outcomes.
- Conduct outreach, working with community partners to provide services to young adults and make appropriate referrals to community-based organizations.
- Participate in youths' educational meetings; communicate with teachers, school counselors, principal's etc. and provide educational advocacy.
- Ensure the timely and accurate completion of paperwork associated with the Daybreak program.
- Assist in job readiness training and support.
- Assist young adults to build and support relationships with family and community.
- Accompany youth to meetings/appointments as needed.
- Perform other duties as assigned.

Qualifications and Skills

- Excellent interpersonal skills.
- Ability to establish rapport with adolescents in a residential milieu.
- Ability to relate to adolescents and young adults in multi-cultural setting.
- Ability to interact with TAY in crisis.
- Strong written and verbal communication skills.
- Excellent case management skills.
- Knowledge of residential treatment strategies and healthy intervention skills.
- Knowledge of laws and standards related to residential treatment of minors, especially child abuse reporting laws and laws of confidentiality.
- Knowledge of community resources, referrals and follow-up strategies relevant to clients.
- Experience working with adolescent clients of diverse cultural backgrounds.
- Ability to work as a team leader and accomplish tasks supporting the agency's mission.
- Ability to problem solve and/or seek solutions.
- Ability to complete administrative duties, as assigned by Program Manager.

MINIMUM QUALIFICATIONS:

- Must have reliable vehicle, valid driver's license, proof of insurance.
- Ability to pass fingerprint clearance and Tb test.
- Strong communication skills, sound judgment, ability to set good boundaries.

PREFERED QUALIFICATIONS:

- Must have reliable vehicle, valid driver's license, proof of insurance.
- Experience working with TAY population.
- BA/BS degree in psychology, social work, sociology (or other related field) and/or extensive experience working with adolescents.

Benefits

StarVista has opportunities for full-time, part-time and relief positions. All full-time employees receive medical, dental, vision and life insurance benefits, accrue three weeks' vacation and two personal days in their first year of employment, and are eligible to participate in a Flexible Spending Account (FSA) and a 403B retirement plan.

The agency recognizes 13 paid holidays annually. It is our belief that staff diversity promotes appropriate responsiveness to community needs, provides representative role models for all clientele, and improves the quality of our services in a host of ways.

Employment decisions and services provided to clients are not based on race, color, citizenship status, sexual orientation, national origin, ancestry, age, religion, creed, disability, marital status, veteran status, or any other characteristic protected by law. StarVista fully supports the Americans with Disabilities Act (ADA) and applicable state disability law.

TO APPLY: Please submit cover letter and resume to michelle.mayes@star-vista.org

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StarVista is a private non-profit agency in San Mateo County that provides a wide array of free and low-cost services to help children, teens and adults who are dealing with substance abuse, domestic violence, mental health, and relationship and communication issues. More information about the agencies and its programs can be found at www.star-vista.org