



# STAR VISTA

## JOB POSTING

**JOB TITLE:** Site Coordinator

**PROGRAM:** Transitional Youth Services Program

**DEPARTMENT:** THP Plus

**SALARY/STATUS:** DOE, Exempt, Full-time, 40 hours per week with Benefits and mileage reimbursement.

### **POSITION PURPOSE AND OBJECTIVES:**

Provide goal-directed supplemental case management services in both residential setting, as well as field, for transition-aged youth, ages 18-25, formerly involved in Foster Care or Juvenile Probation. Participate with the Program Manager and Residential Team to provide ethically appropriate, theoretically sound, culturally informed, and holistic interventions to address client issues and enhance client strengths such that program participants reach identified outcomes. Work with Program Manager and team to actively develop housing options for youth. Conduct regular outreach to youth and other Agencies/programs to recruit eligible participants.

### **ESSENTIAL FUNCTIONS:**

1. Oversee single-site facility where up to 9 transitional-aged youth reside
2. Work with operations team and ensure the proper maintenance and upkeep of the facilities.
3. Manage residential budget, incorporating systems of accountability and documentation. Ensure that all necessary documentation and reporting is conducted in a timely matter including, but not limited to, meal planning, weekly allowances, and transportation funds.
4. Attend collaborative team or individual meetings as assigned by the Program Manager to facilitate client treatment. Collaborate with colleagues to assess clients' family, school, peer, and work environments and ascertain strengths and needs.
5. Provide case management to youth participating in the housing and case management program THP-Plus and Aftercare to support/facilitate their transition to independence and adulthood.
6. Assist each youth in developing and meeting the goals set up in the Transitional Independent Living Plan (TILP) which defines personal, financial, educational, relational, and employment goals and objectives. Conduct assessments of client strengths and needs and advocate for them in the community.
7. Work with clients to help them to navigate within the community to achieve these goals.
8. Facilitate or co-facilitate 2 evening groups monthly for youth and provide psycho-educational trainings, workshops, etc.
9. Be knowledgeable about independent living skills development, mental health and substance abuse issues, and education, employment and housing needs with youth.
10. Be knowledgeable of adolescent development as well as issues pertaining specifically to the lives of youth in foster care and transition aged youth. Encourage youth in developing healthy relationships and assist them in relationships with family and significant others.
11. Perform outreach in the community and work closely with the county and other community organizations.
12. Maintain confidential records and case notes documenting interventions with clients.
13. Participate actively in quality assurance efforts.
14. Participate in the evaluation of program strengths and limitations, taking responsibility for the development of a holistic, functional, innovative, ethical, and client focused program.
15. Build rapport with transition-age youth and maintain a safe, secure home environment. Provide checks/monitoring of young adults at their apartments in South San Francisco. Checks/monitoring include: participation in chore program, curfew times, the following of program rules, and the upholding of the visitor policy of the THP Plus Program.

16. Train and manage overnight/awake residential counselors who will be onsite at the triplex building relationships, completing checks throughout the night, and ensuring safety of residents.
17. Reinforce independent living skills and provide support regarding youth's transition into independent living, individual goals, and future planning.
18. Manage crises or emergency situations as they arise.
19. Facilitate (2) in-person Over Night Staff meetings per month – may involve day time hours.
20. Ensure units are move-in ready (when applicable) and assist in maintaining cleanliness of the units.
21. Encourage & supervise youth to follow-thru with chore program, and help day staff ready building for inspections, special events, etc...
22. Provide support to Program Manager as needed.
23. Attend All Staff meeting, mandatory trainings, and client activities as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

1. Demonstrable and verifiable clinical skills and experience in providing successful direct services to clients including psychological assessment, individual, and group psycho-education and harm reduction intervention.
2. Strong ethical principles reflected in practice, including a thorough understanding of client confidentiality requirements.
3. Understanding of diversity issues, willingness to explore self in relation to these issues, and ability to provide culturally informed therapeutic services to diverse clientele.
4. Strong organizational and communication skills.
5. Ability to function as a member of a team with diplomacy and professionalism.
6. Ability to work as a team member when necessary to accomplish tasks supporting the agency's mission.

**MINIMUM QUALIFICATIONS:**

- BA/BS degree in psychology, social work, sociology (or other related field) and/or extensive experience working with adolescents.
- Must have reliable vehicle, valid driver's license, proof of insurance
- Ability to pass fingerprint clearance
- 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 foster care youth

**POSITION STATUS:**

Reports to the Program Manager

**TO APPLY:** Please submit cover letter and resume to [alyssa.canfield@star-vista.org](mailto:alyssa.canfield@star-vista.org)

Posted: 8/13/2019

\* \* \*

**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](http://www.star-vista.org)