



POSITION DESCRIPTION

TITLE: SUCCESSFUL TRANSITIONAL YOUTH COORDINATOR

FLSA STATUS: Non-Exempt

REPORTS TO: Program Supervisor

WC CODE: 8864

POSITION SUMMARY

The Successful Transitional Youth Coordinator shares in Success 4 Kids & Families, Inc. (S4KF) responsibility for adherence to all organizational policies and procedures, as well as compliance with all applicable program, federal, state and local laws and regulations. He/she must represent S4KF in a highly professional manner, ensure the confidentiality of clients, and work effectively with a variety of populations including; S4KF Staff, clients & their families, and representatives of funder& community program/service providers.

PRINCIPAL DUTIES AND PERFORMANCE STANDARDS

- Targeted client population is at-risk/high risk young adults ranging in age from 16-25 with a mental health and/or substance abuse diagnosis.
- Develops, implements and facilitates youth/young adult advocacy groups and Mental Wellness groups.
- Ensures the populations' needs are being addressed by the system of care in a manner that incorporates their cultural and linguistic needs.
- Supports the development, implementation and evaluation activities of the grant.
- Ensures programs and services and systems effectively attract, engage and retain youth and young adults.
- Conducts community outreach and participates in meetings and events as assigned.
- Ensures youth/young adult involvement in the planning, implementation, capacity building and evaluation processes.
- Assists the agency in recruiting and retaining youth/young adults as Peer Specialists.
- Develops, implements and facilitates youth/young adult advocacy groups.
- Coordinates and/or facilitates training for the Peer Specialists.
- Maintains accurate, neat and professional documentation.
- Assists with program data collection, entry and submissions.
- Other duties as assigned.

ORGANIZATIONAL SUPPORT AND ADDITIONAL DUTIES

- Maintain client notes in accordance with S4KF policies, funder requirements and state/federal professional standards.
- Maintain a data base of community resources that provide services applicable to the needs of S4KF's client population.
- Abide by all S4KF policies and standards of conduct.
- Participate in staff meetings, supervision, workshops and training as requested.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work well in a team environment as well as independently. Able and willing to take on and learn additional and different responsibilities. Ability to work in a dynamic environment, and to adapt easily to change. Ability to work well under stressful situations.
- Able to effectively communicate (verbally, written, and interpersonally) with poise and professionalism. Expresses disagreement professionally, and works towards conflict resolution. Ability to speak publicly and facilitate group discussions. Effectively and assertively presents one's point of view without alienating others.
- Ability to maintain strict level of confidentiality with clients and staff. Handles all client-related documents in accordance with HIPAA and Agency guidelines.
- In-depth understanding of Florida's public mental health/substance abuse system of care.
- In-depth knowledge of the basic needs and challenges faced by transition age youth (TAY), and their caregivers/families.
- Cultural proficiency in working with racial/ethnic minority, LGBTQ, Foster Care, Homeless, college bound/enrolled youth and young adults.
- Proficient in the use of social media outlets, including but not limited to Blogs, Facebook, Instagram, Snapchat, Twitter, etc.
- Proficient organizational skills to ensure timeliness, accurate recording and reporting.
- Must be able to maintain effective and professional boundaries with staff, community partners, and program participants.
- Excellent judgment, decision-making and problem-solving skills. Ability to think through likely cause of problems before referring them to others. Ability to make sound decisions in emergency situations.
- Ability to lead, and mentor others effectively. Works with integrity and ethically, inspires the trust of others. Demonstrated ability to accept ownership, take initiative and assume responsibility. Takes the initiative to get the right people involved to resolve matters quickly and effectively.
- Proficiency in using agency computer systems and software as required to perform essential job functions.
- Knowledge of community resources available to at-risk youth and their families and how to access those resources.

QUALIFICATIONS

- **Must have lived experiences related to mental health or substance use****
- Preference for candidates with AA or BA/BS degree in humanities related discipline.
- Preference for candidates who are bilingual English/Spanish.
- Preference for Prior working with at-risk youth/young adults strongly preferred.
- Ability to travel as required by the position.
- Must be between the ages of 18-25.

****Lived-Experience** - Past participation in human serving systems receiving services as a child, youth, or young adult (including but not limited to mental health, child welfare, juvenile justice, and/or special education). Currently or formerly living with a mental health or substance abuse diagnosis.

SERVICE EXCELLENCE STANDARDS

- Demonstrate a commitment to maintaining S4KF’s high quality service standards.
- Promote excellence and continual improvement by participating in the organization’s Performance and Quality Improvement Process.
- Works effectively with diverse populations, demonstrating an understanding of, and sensitivity to differences in cultural characteristics, socioeconomic status, and background experiences of the agency’s service recipients.
- Deal professionally and proactively with Board members, co-workers, consultants, clients, providers, and the general public.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- This position is both an office and field position.
- This position will require non-traditional hours including evenings and weekends.
- Spend some time driving and getting in and out of the car to see clients in their homes or at school.
- Able to see clients under conditions that may be considered uncomfortable or even hazardous, including but not limited to poorly maintained premises that may lack ventilation and/or air conditioning, kept untidy, dirty, cluttered.
- Safely walk/maneuver in a variety of environments including, but not limited, temperature extremes (hot, humid, cold), climbing stairs, dimly lit areas, walking extended distances, etc.
- Able to evaluate a situation and identify potential safety exposures and take applicable action to avoid injury or the potential injury.
- May be exposed to clients who are hostile or may have poor hygiene, infections, and/or a communicable disease.
- S4KF is a smoke free environment including no smoking when in a client’s home.

ADDITIONAL REQUIREMENTS

- Able to pass a DCF Level II and local criminal background screen
- Able to pass a pre-employment drug screen
- Valid Florida driver’s license
- Reliable and dependable transportation
- Required to obtain, maintain and provide proof of automobile insurance coverage reflecting the following coverage amounts:

- ✓\$100,000.00 Bodily Injury Per Person
- ✓\$300,000.00 Bodily Injury Per Occurrence
- ✓\$50,000.00 Property Damage

ACKNOWLEDGEMENT:

I have read, understand and agree to all duties and responsibilities of this position.

Employee Name (Please Print)

Employee Signature

Date