**REDWOOD COMMUNITY ACTION AGENCY**

**Youth Services Bureau Division**

**JOB ANNOUNCEMENT**

**JOB TITLE:** RAVEN PROGRAM COORDINATOR I

**STATUS:** 80% time - 32 hours per week plus full benefit package

**PAY RATE:** $17.00 - $18.00 hour D.O.E.

**AVAILABLE:** Immediately

**DEADLINE:** Open until filled. Interviews will take place as qualified applicants are received and we do require a completed application which can be accessed at: [www.rcaa.org](http://www.rcaa.org)

**APPLICATION PROCESS:**

A cover letter and resume with your completed application is highly recommended. Please note that not all applicants will be selected for interviews. Only candidates selected for interviews will be contacted regarding their status.

CAA is an **“Essential Business”** that continues to operate during unexpected events, such as: earthquake, natural disaster or a public health emergency. Thus, employees of RCAA are expected to continue to perform their jobs while taking all appropriate safety precautions.

**POSITION PURPOSE**

Under the general direction of and supervision by the Division Director or their designee; the Coordinator I position is responsible for all aspects of the coordination and implementation of single or multiple projects or programs and may lend technical assistance to other division projects. The Coordinator I may undertake primary implementation responsibility for any number, complexity, and size of projects or programs. The Coordinator I may assist with division planning, providing project specific updates, implementation strategies and timelines, as well as providing an understanding of project staffing and resource requirements. The Coordinator I may also assist with Division management tasks as needed or requested, and with the dissemination of information to project teams and general staff. The Coordinator I may supervise (including ongoing training, evaluating, and dissemination of information) other staff as assigned.

**ESSENTIAL JOB FUNCTIONS**

Specific Tasks:

* Provide assistance, as necessary, to the Director and may be designated as Acting Director in their absence; if appropriate
* Work with the other staff as needed to coordinate all division project schedules and resources
* Assist with developing direct project work for self and other division staff, as necessary
* Assure that the project/program maintains high quality standards and meets all grant and funding guidelines
* Provide specialized technical knowledge and experiential knowledge to projects or programs, including guidance on implementation techniques, budgeting, invoicing, timelines, quality control, subcontractors, and sensitive representation of RCAA and the division
* Implementation of multiple complex projects or programs with other staff or consultants, as needed
* Accurately estimate materials and costs required for project or program work
* Assists with the planning of program staffing levels and makes hiring recommendations to the Director, if applicable
* Actively participate in Strategic/Operational planning and trouble-shooting for the division, if applicable
* Management of practical budgets and maintenance of all necessary files and back-up information
* Oversight of project or program expenditures, invoicing and monitoring payment receipts
* Development of good working relationships with landowners/landlords, government agencies, private or public agencies and other business/community personnel
* Completion of project progress and final reports, and creation of project products as appropriate
* Maintenance of high quality work standards and project or program timelines and deadlines
* Maintain project or program data records; and provide daily, weekly, monthly, quarterly or annual reports
* Represent the division on various committees and advisory groups as directed
* Work with Federal, State or local field representatives and other funding source staff, as needed
* Develop relationships with additional community partners to assist in accomplishing project or program objectives
* Encourage and facilitate clear communication between staff members, if applicable
* Delegate tasks to others including appropriate follow up, if applicable
* Other task as assigned or required

**JOB REQUIREMENTS**

Knowledge of and Experience With:

* Administration of multiple projects or programs; including fiscal management of budgets and basic methods of contract negotiations
* Basic personnel management and supervising multiple employees, including: providing leadership, motivation, training and evaluations
* Elements of project or program development, design, and implementation
* PC computers and various software, such as: Microsoft Office Suite (particularly Word, Excel and Outlook), desktop publishing, database management, navigating websites for research

Ability To:

* Demonstrate good organization skills, including prioritizing and organizing tasks effectively
* Lead, direct, supervise and positively motivate staff
* Perform job duties with a high degree of self-direction and with minimal supervision
* Understand and implement written and verbal instructions with a high degree of accuracy
* Communicate clearly and efficiently, written and orally; and be competent in English grammar, punctuation and spelling
* Coordinate a number of varied projects or programs and activities responsibly and effectively
* Prepare and track financial documentation and manage budgets
* Communicate/relate with individuals of various cultures, ethnicity, philosophical views, background, income levels and communication skills
* Establish and maintain cooperative and effective relationships with RCAA, NRS and personnel of other agencies, funding source representatives and the local service and natural resources population.
* Effectively develop, facilitate and lead meetings
* Conduct self in a professional, courteous and cooperative manner at all times; and maintain a professional standard based on RCAA’s Personnel Policies and Procedures Handbook and the Employee Code of Conduct
* Establish and maintain personal and programmatic boundaries while providing services
* Clearly articulate the mission, goals, strategies and purposes of RCAA and your divisions’ projects or programs
* Sensitively interact with the media and foster good relations within the community
* Ensure and protect Agency, employee, program and client confidentiality and safety; and follow all protocols and procedures defined by this Agency and/or State and Federal laws to achieve this protection

**OTHER REQUIREMENTS**

* Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law
* Must have means and capacity to perform job related duties with personal vehicle, as will be required, and must have proof of current automobile insurance
* Possession of valid California Driver’s License with current DMV printout showing acceptable driving record
* Submit to fingerprinting for criminal record clearance and background checks with acceptable results
* Proof of required education (i.e. AA, BA, MSW, etc.)
* Must have a home or cell phone with the ability to accept voicemail messages

**ESSENTIAL PHYSICAL ABILITIES**

Employee must be able to provide the following with or without reasonable accommodation:

* Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively
* Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form
* Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment
* Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position
* Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment

**PLEASE NOTE:** This position is considered a “safety sensitive” job and will be subject to RCAA’s “Substance Free Workplace” policy. This policy is included in the Policies and Procedures Handbook and a more detailed brochure is available from the Human Resources Department which further outlines the policy

**SPECIFIC QUALIFICATIONS & EXPECTATIONS FOR THE RAVEN PROGRAM COORDINATOR I –** working in the Youth Service Bureau Divisions RAVEN Program; serving under the direction of the YSB Division Director, or their designee.

**POSITION PURPOSE**

The RAVEN Program Coordinator I is responsible for the development and management of YSB’s Street Outreach Program. The position oversees both street-based and drop-in services to youth, based on a harm reduction model, and to assist youth in obtaining services. The Program Coordinator also maintains a safe space for transitioning youth off the streets and coordinates services with other YSB programs, including the Youth Shelter.

**ESSENTIAL JOB FUNCTIONS**

Specific Tasks:

* Coordinate program schedules and provide supervision of drop-in, outreach and group activities
* Maintain the RAVEN property, inside and outside, as well as the vehicle in a clean, organized manner
* Provide a range of services to youth; including shower facilities, clothing closet, hygiene supplies, food, employment and education information, and assistance in obtaining medical care or other needed services
* Build relationships that encourage youth to rebuild their lives and examine life choices
* Prepare or assist with grant proposals, provide quarterly and final program reports as required by administration or grant funders; prepare monthly program reports for the YSB Director
* Attend YSB or other agency meetings as required; meet with other youth service providers and community partners; attend ATODP (Alcohol, Tobacco, Other Drugs Programs) and public health meetings
* Develop and implement weekly 3-hour, in-service training for RAVEN staff, volunteers and/or interns
* Provide trainings in communication; harm reduction; health education; at-risk youth; and similar topics
* Provide guidance, crisis intervention and assessment for homeless youth

**JOB REQUIREMENTS**

Knowledge of and Experience With:

* General methods of social work practice, harm reduction philosophy, crisis intervention, street outreach, group facilitation and youth empowerment philosophy
* California laws pertaining to youth and issues facing homeless, runaway, street youth and substance using youth
* Program coordination and administration

Ability To:

* Conduct street outreach, including driving the RAVEN Programs Outreach van
* Employ a team approach in a youth focused environment and respect the ideas and feelings of youth
* Adapt with flexibility to innovative ideas and changing conditions
* Work flexible hours, which may occasionally include early evenings and/or weekends

**MINIMUM QUALIFICATIONS**

* BA in Social Work, Psychology or a related field; experience and/or training that can be directly related to the required job responsibilities may be substituted for education on a year-for-year basis
* One (1) year experience coordinating youth workers and/or youth programs
* Experience with youth substance abuse; both traditional and experimental treatment/maintenance theories

**Desired:**

* Bilingual
* Personal experience with homelessness or street life

## *AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER*