**REDWOOD COMMUNITY ACTION AGENCY**

**Youth Service Bureau Division / THPP and THP+FC Programs**

**(**Transitional Housing Program Plus) and (Transitional Housing Program+Foster Care)

**JOB ANNOUNCEMENT**

**POSITION TITLE: PROGRAM COORDINATOR / SOCIAL WORKER**

**STATUS: Fulltime / health benefits 2nd month of employment / paid vacation, sick & holidays**

**PAY RATE: $21.50 hour**

**AVAILABLE: Immediately**

**DEADLINE: Completed applications must be returned to RCAA by August 8, 2017 by 5:00**

**APPLICATION PROCESS:**

**Required Employment Applications and instructions for submitting your application materials are available at:** [**www.rcaa.org**](http://www.rcaa.org) **or 904 G Street, Eureka.**

**PLEASE NOTE:** Late applications, incomplete applications or resumes without applications will not be accepted.

**MINIMUM QUALIFICATIONS**

* Masters in social work, psychology or related field.
* Three years of experience working with at-risk youth, preferably current and former foster youth or runaway and homeless youth.

**POSITION PURPOSE**

Under the general supervision of the YSB Director or their designee, the RCAA Program Coordinator/Social Worker provides comprehensive case management to youth/foster youth living in the supported housing programs (THPP & THP+FC) that are aging out of the system. The Program Coordinator/Social Worker and client work in partnership to identify and attain goals in the areas of employment and education, housing, self-sufficiency skills, health and wellness, relationships, professionalism and personal advocacy. The position requires working with a team that fosters positive transitions and impactful outcomes for participants. Most of the work performed under this position will be in the field meeting youth in their apartments, on the job, or out in the community.

**ESSENTIAL JOB FUNCTIONS**

Specific Tasks:

* Create and deliver impactful service plans for youth that focus on achieving outcomes in the areas of education, employment, long-term housing, parenting, relationships and overall health.
* Conduct, at minimum, one-hour weekly meetings with all youth assigned to caseload to help participants identify and accomplish short and long-term goals.
* Coordinate with referral agencies, identify community resources, track participant’s progress, and develop creative ways for participants to practice and strengthen their independent living skills.
* For youth living in shared housing, conduct one-hour monthly roommate meetings to make sure that household bills are being paid, chores are shared evenly and to address concerns and conflicts that may arise.
* Help participants move into supported housing. This includes helping youth secure and transport furniture, shop for home necessities, and locate resources in their community.
* Develop and provide supervision and training for HSU Interns and/or AmeriCorps Members.
* Ensure that apartments meet minimum cleanliness standards by conducting bi-monthly (at minimum) apartment inspections.
* Maintain Title XIX (Medi-Cal) case notes, records and program compliance.
* Support property management functions for the transitional housing program by acting as the link between program participants and the Property Management company representative.
* Distribute monthly grocery money and transportation assistance to participants.
* Attend weekly supervision meetings with the YSB Residential Program Manager/Administrator and Clinical Supervision with the LCSW Head of Services and monthly Youth Services Division staff meetings.
* Enter all data on time and correctly to support program evaluation and outcomes tracking.
* Ensure proper and timely documentation of services including written case notes.
* Work collaboratively with colleagues across the organization, the Department of Health and Human Services/Child Welfare Services Branch, Probation Department and other public or private agencies as directed.
* Other duties as assigned or required.

## JOB REQUIREMENTS

Knowledge of and Experience With:

* Working with youth who have mental health and substance abuse issues.
* Creating and delivering impactful service plans for participants.
* High level of personal accountability for the quality and impact of work.
* A youth development model, asset-based relationship building, and experience in motivating youth.
* Must have excellent communication skills, professional demeanor, sound judgment, and strong organizational skills.
* Proficiency in Microsoft Office programs, particularly Word and Excel.

Ability To:

* Communicate clearly and efficiently, written and orally; and competent in English grammar, punctuation and spelling.
* Demonstrate strong clinical skills, and/or a desire to learn more about the effects of the child welfare system on the lives of youth and young adults.
* Work collaboratively, but with the capacity to work independently.
* Develop and maintain cooperative and effective relationships with co-workers, RCAA Agency staff, personnel of other agencies, funding source representatives, the local service population and with individuals contacted in the course of work
* Strong interpersonal skills and the ability to relate to individuals who may not share basic beliefs, including value systems and behavioral norms.
* Working with culturally diverse communities and families, with the ability to be culturally sensitive and appropriate.
* Skill to maintain a professional, confidential work environment.
* Establish and maintain personal and programmatic boundaries while providing support services.
* Work flexible hours, which on occasion may include evenings, weekends, and holidays, and arriving to work as scheduled and prepared.
* Provide emergency field response and on-call after hours on a rotating basis. Ability to arrive to work within 30 minutes of receiving call.
* Have means and capacity to run job-related errands.
* 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
* Possession of valid California’s Driver’s License, current auto insurance and acceptable DMV record.
* Submit to fingerprinting for criminal record clearance/background checks (including child abuse index) with acceptable results
* Proof of current (within 1 year) negative TB test, or willingness to obtain one
* Valid First Aid and CPR certification or willingness/ability to be certified
* Proof of required education (i.e. AA, BA, MSW, etc.)
* Home telephone or other effective means of communication

**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, to move safely between different staff work areas; 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 / Alcohol Abuse” policy. This policy was/will be included in your new hire packet and is available from the Human Resources Department.

***AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER***