**REDWOOD COMMUNITY ACTION AGENCY**

**Youth Service Bureau Division**

**JOB ANNOUNCEMENT**

**POSITION: Street Outreach Program Coordinator / RAVEN Project**

**STATUS: Fulltime / health benefits 2 months after employment**

**PAY RATE: $17.00 - $18.00 D.O.E. Including paid vacation, sick and holidays**

**AVAILABLE: Immediately**

**DEADLINE: Open until filled; interviews will take place as qualified applicants are received**

**APPLICATION PROCESS:**

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

## POSITION PURPOSE

Under the supervision of the YSB Director or their designee, the Street Outreach Program Coordinator is responsible for the development and management of YSB’s Street Outreach Project; including the hiring and supervision of all program staff, preparation of program progress reports, and coordinating the Youth Educator Street Outreach cadre in fulfilling the goals of developing a comprehensive network to address the issues of homeless and runaway youth in Humboldt County.

**ESSENTIAL JOB FUNCTIONS**

Specific Tasks:

* Provide individual and group supervision/support to all program staff
* Evaluate and maintain performance records for all program staff
* Coordinate program schedule including drop-in, outreach, and group activities
* Responsible for and will participate in the supervision of Drop-in and Street Outreach shifts
* Research, order, and purchase program supplies enabling Street Outreach Workers and Youth Educators to maintain an organized, clean, and efficient drop-in center
* Develop collaborations with other community and public service organizations that will benefit RAVEN youth clients
* Prepare grant proposals, quarterly and final program reports for multiple funding sources
* Manage multiple budgets from various funding sources
* Develop and implement weekly 3-hour, in-service training for RAVEN staff
* Provide cost free training in communication; harm reduction, health education, working with youth, etc., for other community agencies
* Provide written program evaluations to the Youth Service Bureau’s Director
* Develop written procedures (for example: written materials reproduction policy, duties violation policy, and reimbursement policy) to ensure efficient program operation
* Facilitate youth support and empowerment groups
* Provide guidance and resources for staff members working with individual clients
* Attend weekly/monthly meetings with YSB Director and YSB staff
* Attend quarterly ATODP, public health, and other youth service provider meetings
* Meet regularly with local agencies with which the RAVEN project shares MOU’S and/or funding
* Represent RAVEN/YSB/RCAA to the media and larger community at local youth attended events
* Provide crisis intervention and assessment for homeless youth
* Other duties as assigned or necessary

## JOB REQUIREMENTS

Knowledge of and Experience With:

* General methods of social work practice
* Harm reduction philosophy
* Crisis intervention, street outreach, and group facilitation
* Youth empowerment philosophy
* Issues facing homeless, runaway, street youth and substance using youth
* California laws pertaining to youth
* Macintosh/PC computers and software
* Familiarity with non-profit funding sources, strategies and methods of non-profit management

Ability To:

* Conduct street outreach, including driving the RAVEN project outreach van
* Relate comfortably with youth and build a rapport with them, while maintaining good boundaries
* Respect the ideas and feelings of youth
* Appreciate a team approach in a youth focused environment
* Adapt with flexibility to innovative ideas and changing conditions
* Work effectively under pressure and with minimum supervision
* Build rapport and relationships with clients; provide role modeling through teaching opportunities, positive reinforcement and behavioral interventions
* Demonstrate good organizational skills and manage multiple tasks in an efficient manner
* Communicate effectively in written, electronic and oral forms; and be competent in English language
* Develop and maintain cooperative, effective relationships with co-workers, RCAA Agency staff, personnel of other agencies, the local service population and with individuals contacted in the course of work
* Demonstrate strong interpersonal skills and the ability to relate to individuals who may not share basic beliefs, including value systems and behavioral norms
* Work with culturally diverse communities and families, with the ability to be culturally sensitive and appropriate
* Maintain professional, confidential work environment and adhere to State/Federal HIPPA and confidentiality laws/practices to protect client confidentiality
* Maintain personal and programmatic boundaries while providing support services
* 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

## MINIMUM QUALIFICATIONS

Required:

* BA in Social Work, Psychology or 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-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

**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 with acceptable results
* Cell / home phone 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, 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, which will be included in your new hire orientation packet.

### AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER