### A black and white sign Description automatically generated with low confidence*JO*

|  |
| --- |
| *JOB DESCRIPTION* |

### *B DESCRIPTION*

***JOB DESCRIPTION***

|  |  |
| --- | --- |
| **­­­­Position Title:** Rise Coordinator | **Job Status and Compensation:**  Full Time, Non-exempt, $18.00-20.25 DOE |
| **Department:** Youth & Family Supports | **Location:** Admin Office, Community Based |
| **Reports To:** Director of Family Supports+ | **Number of People Supervised:** None |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **POSITION PURPOSE** | | | |  | |
| **Utilizing Strengths Model for Youth case management, the RISE Coordinator provides individual-and team-centered care coordination and support to young people aged 15–24 who are ageing out of the foster care system, experiencing homelessness, precariously housed, or at risk of becoming homeless. Work with youth/team to create an individualized and comprehensive treatment plan that is strengths-based, young person-led and updated regularly.** | | | |  |
| **ESSENTIAL DUTIES AND RESPONSIBILITIES**  **(IN PRIORITY ORDER)**  The following list of duties or tasks is not intended to be complete but to represent some of the tasks required under each of the major responsibilities. | | | |
| **Engagement** | | | |
| * Carry an average client roster between 10–12 young people consistently | | | |
| * Collaborate with young person, family, and other team members to create an individualized and comprehensive treatment plan that is strengths-based young person-led and updated regularly. | | | |
| * Work as a team with other staff to ensure consistency, clarity, and safety for young people | | | |
| * Keep completed and consistent detailed documentation on each individual | | | |
| * Collect the relevant information regarding a young person’s story, current situation, strengths, and needs | | | |
| * Provide crisis intervention, as necessary and assess immediate risk for safety and coordinate resources for stabilizing that risk | | | |
| * Exercise tact and sensitivity in facilitating team dynamics | | | |
| * Participate in The Strengths Model group supervision, field monitoring and trainings. | | | |
| * Embody and model New Day’s values and approaches, which includes: Positive Youth Development, The Nurtured Heart Approach, cultural awareness and honoring and trauma informed with both young people, families and community members | | | |
| * Support youth ages 15–24 in coordinating behavioral health, housing, education and employment supports, and medical services, | | | |
| **Planning and Implementation** | | | |
| * Participate collaboratively with other New Day programs as a representative of Youth & Family Supports Department. | | | |
| * Guide youth and team towards curious, holistic, and strengths-based goal setting and problem solving | | | |
| * Support youth with facilitation of communication among all team members. Includes task follow-through, timeliness, and outcomes of planned strategies | | | |
| * Locate, refer, and coordinate services and resources | | | |
| * Address issues of team conflict and engagement in a timely manner | | | |
| * Flexibility to change plans as needed with a solution-focused mindset | | | |
| * Assist youth in transitions to higher or lower level of supports | | | |
| * Provide strengths-based, youth-centered, and developmentally appropriate approach to case management. | | | |
| **EDUCATION &  RELATED WORK EXPERIENCE** | | | |
| **Education Level/ Years of  Related Work Experience:**  **(minimum & preferred educational requirements necessary to perform this job successfully)** | | | |
| * Some college with 4+ years of experience in a related field field; Bachelors and 2+ years of experience * 1-3 years of experience working with young people who have experienced homelessness, trauma, and/or system involvement | | | |
| **Skills and Knowledge** | | | |
|  | | **Required** | **Preferred** |
| Knowledge of community resources and experienced in providing referral services clients | | **X** |  |
| Excellent oral communication skills reflecting solid customer service both in-person and via the telephone | | **X** |  |
| Ability to relate well in cross-cultural environments | | **X** |  |
| Ability to use time effectively | | **X** |  |
| Ability to focus on details | | **X** |  |
| Ability to adapt to shifting priorities | | **x** |  |
| Ability to position and promote opportunities | | **X** |  |
| Proficiency in technical areas such as Microsoft Office; including Word, Outlook, and Excel. | | **X** |  |
| Knowledge and experience working within virtual platforms – such as Zoom and Teams | |  | **X** |
| Bilingual, English and Spanish | |  | **X** |
| Ability and willingness to travel locally and regionally to meet agency needs | | **X** |  |
|  | | | |
| **Core Competencies** | **High Performance Indicators** | | |
| **Coaching/Coachability ̶** | Assesses needs of team; successful in coaching employees to maximize their   strengths and support their needs. Responds well to coaching by supervisor. | | |
| **Visionary & Strategic Thinking** | Embraces Strength Perspective values, theory of change, and New Day Values as guides for daily work. | | |
| **Leadership ̶** | Leads team with enthusiasm, motivating them to achieve positive outcomes. Recognizes and rewards team successes. Remains positive in the face of adversity and encourages team to accept challenges and be team oriented. | | |
| **CONDITIONS OF EMPLOYMENT**  **(Describe any specific conditions for employment relative to this position)** | | | |
| Must be able to pass comprehensive criminal, sexual offender background check, and MVD background checks.  Have car, valid driver’s license, and maintain state required automobile insurance minimums.  Must be fully vaccinated (including booster) against Covid-19, or be willing to get vaccinated or you will have to be willing to be tested weekly with a religious or medical exemption  Must be at least 24 years of age. | | | |
| **WORK ENVIRONMENTAMERICANS WITH DISABILITIES ACT**  **Equipment Used:**  PC and standard office equipment, including utility dolly | | | |
|  | |  |  |  |  |

***Equal Employment Opportunity***

New Day Youth and Family Services provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

***Job Responsibilities***

The previous statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. New Day Youth and Family Services may change the specific job duties with or without prior notice based on the needs of the organization.

|  |  |
| --- | --- |
| **ACKNOWLEDGEMENTS** | |
| **Creation Date:** | **Revision Date:** |
| **Supervisor: I have approved this job description and reviewed with my employee.** | |
| Signature: | Date: |
| **Employee: I have reviewed this job description with my supervisor and acknowledge receipt.** | |
| Signature: | Date: |
| **Executive Director/Department Director** | |
| Signature: | Date: |