



## **Alameda County Independent Living Program (ILP) Manager**

### **ORGANIZATION OVERVIEW**

Beyond Emancipation (B:E) supports transition aged youth with experience in the foster care or probation systems in their transformation to live healthy, connected, productive lives. Since 2010 B:E has worked to develop, integrate and now disseminate a strength-based approach to services based on coaching principles and techniques. The resulting model: *Creative Connected Resourceful and Whole* (CCRW) ensures youth have support to build capacity, expand possibilities and achieve greater fulfillment and success while staying on track with life objectives in five core areas: housing, education, employment, permanency and wellness.

### **PROGRAM OVERVIEW**

Alameda County was one of the first counties in the state to develop an Independent Living Skills Program. In July 2016, after the transition of a provider in place for 20+ years, Beyond Emancipation, in partnership with Soulciety, became Alameda County's Independent Living Program Provider. The ILP program supports current foster youth ages 14-21, using our CCRW coaching model, to be better prepared to transition from foster care and to live healthy, productive and connected lives. Service modalities include 1:1 coaching and case management, educational workshops, ongoing groups and events. The program incorporates youth voice, as well as support and services from a wide variety of partners. Services are headquartered at Alameda County and B:E's current co- location in East Oakland with complementary services offered through Soulciety in South County.

### **POSITION OVERVIEW**

This position offers a unique opportunity for a dynamic, creative individual with a proven track record in youth program development, staff team building and professional development, and cross-sector collaboration with partners in the fields of child welfare, juvenile probation, education and youth development. Reporting to B:E's Deputy Director, and working in close collaboration with the Alameda County ILP Coordinator, this is a full-time position. Some evening and weekend hours will be required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Core duties and responsibilities include the following.

- Hire, orient, train, motivate, coach and develop ILP staff (team of 6-9) and support their individual and team professional development. Support staff to set, track and meet meaningful and achievable goals and comply with contract and reporting requirements;



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- Develop and advance youth-centered programming ó including events, workshops, ongoing groups and 1:1 coaching and case management ó that supports participants to build skills and knowledge that lead to success in the realms of education, employment, housing, self-care and relationships/permanency;
- Coordinate and implement program development and service innovation initiatives, in collaboration with South County partner Soulciety, to support effective outreach and recruitment and strong youth engagement, retention and outcomes. Ensure that ILP services are provided from a strength-based, youth-centered, trauma-informed and culturally relevant perspective. Advance the *“One Program Two Locations”* vision by actively supporting alignment between north and south county services;
- Promote youth recruitment and engagement through direct outreach to youth, as well as to Child Welfare Workers, Foster Parents, Probation Officers, Court Appointed Special Advocates (CASAs), California Youth Connection (CYC), attorneys, Youth Advocate Program (YAP), community based organization staff, school districts, etc;
- Actively partner with B:E’s Transition Services, Education and Career Pathways and Housing Division Managers to integrate ILP services with B:E’s existing housing and services for non-minor dependents (NMDs) ages 18-21;
- Nurture strong partnerships with local school districts, community colleges, 4-year colleges and vocational schools to promote secondary education completion and post-secondary access and career pathways for ILP participants;
- Steward partnerships and develop agreements with organizations and individuals, including primary partner Soulciety, that result in engaging, relevant and impactful programming for ILP participants;
- Seek out, honor and promote the voice of foster youth and nonminor dependents (NMDs) in developing, delivering and improving services. Develop and nurture youth advisory group to support outreach efforts and to integrate youth voice into program design and implementation;
- Seek out, honor and promote feedback and input from individuals and organizations that support foster youth and NMDs in developing, delivering and improving services;
- Work with staff, the County and Soulciety to design and implement effective systems that support accountability, alignment, and effective collaboration;



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- Serve as a member of B:E's leadership team, comprised of Directors and Managers, to collaboratively support an effective and responsive programmatic and contractual partnership with Alameda County;
- Produce timely and accurate monthly, quarterly and annual reports for Alameda County. Ensure that all ILP activities are documented and that program service data is accurately tracked. Participate in internal data team to track youth and program outcomes and to actively use outcome data to build strong, evidenced-based services;
- Manage the ILP program budget and partner with development team to expand financial and in-kind resources;
- Represent ILP in various networks, community conversations and forums; and
- Perform other projects/duties as assigned.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

As mandated by Community Care Licensing (CCL), an offer of employment for this position will be contingent upon successful completion of a background check, including fingerprinting. The successful applicant will also have TB test clearance, possess a valid California driver's license, and maintain a clean DMV record.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong commitment to B:E's and the ILP Program's mission with an understanding of the particular challenges facing current foster youth ages 14-21;
- A Master's Degree in Education, Social Work or equivalent preferred and a minimum of 3 years' experience in youth program leadership providing direct services ideally to foster youth or other youth populations who have experienced instability and trauma;



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- Experience designing and implementing instructional, inspirational, and transformational programs and services for young people with a strong focus on program outcomes and impact;
- Experience supervising direct service staff and the ability to coach and inspire team members towards the achievement of shared goals and objectives;
- Demonstrated resourcefulness in setting priorities, and the ability to translate ideas into action;
- A high level of self-awareness, cultural competence and emotional intelligence; a kind leader who sees value in every person and communicates respect and encouragement to people at all levels; a sense of humor and a can-do attitude;
- Commitment to creativity and innovation;
- Exceptional communication and collaboration-building skills;
- Demonstrated ability to work well independently and as a member of a team, and with a wide variety of stakeholders, including youth, community based organizations, government agencies and educational institutions.

### **SCHEDULE**

Hours are reflective of the school year schedule. The ILP Manager will have a typical schedule of 9 a.m. to 5 p.m. during summer months, but this may be modified during the school year where a 12 p.m. to 8 p.m. workday is required. This position will occasionally require work on weekends.

### **PHYSICAL DEMANDS**

The physical demands of this position are light with the expectation that the staff person can exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. Physical demands are in excess of those of sedentary work. The position requires frequent computer use at a workstation. B:E will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.



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### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

### **COMPENSATION**

This is a full time, exempt, salaried position. Your schedule may vary based on need and could extend into the evening, with some weekend hours. Salary range is \$63,000-\$70,000. Benefits are generous with fully paid employee health and dental insurance and 80% dependent coverage. Paid time off includes vacation, sick and personal days as well as holidays. Voluntary vision and retirement plans are also available.

### **EQUAL OPPORTUNITY**

We recognize that in order to better serve our clients we need to continue to build an organization that supports, understands and lives diversity - in our staffing and in our values. Our commitment to a coaching model is a step towards building a supportive community and we encourage diverse candidates with potential to be leaders in integrating our work and values to transform the lives of our clients. B:E is an equal opportunity employer, and we seek to develop a diverse workforce.

### **HOW TO APPLY**

Applications will be accepted through June 5, 2017 or until the ideal candidate is identified. Early submissions are encouraged and candidates of interest will be contacted shortly after receipt. No phone calls, please.

To apply, please send a resume and a cover letter outlining your interest, qualifications, and how you learned of the position to the following email: [ilpmanagerjob@beyondemancipation.org](mailto:ilpmanagerjob@beyondemancipation.org)