



Beyond Emancipation

Transition Specialist Job Description

Job Title: Transition Specialist/Family Unification Program (FUP)
Department: Aftercare Program Unit
Reports to: Transition Services Division 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, and productive lives. Since 2010, B:E has worked to develop, integrate, and now disseminate an approach to services based on coaching principles and techniques. The resulting model, *Creative Connected Resourceful and Whole*, 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.

B:E has grown rapidly since it was founded in 1996. Our budget for 2017-18 is approximately 4.2 million. Contracts with the Social Services Agency (SSA), corporate and foundation grants, and individual donors support our work. The office environment is friendly, casual, mission-focused, and fast-paced. More information is available at: www.beyondemancipation.org.

B:E is always looking for talented, self-motivated individuals to join our team. If you think you are ready to be a part of an exciting team, then we encourage you to apply!

POSITION SUMMARY

Responsible for providing case management and information and referral services to current and former foster youth from the ages of 17 through 23. This is a full time, nonexempt, forty hour a week position with traditional work hours scheduled Monday through Friday. This position requires that the employee be able to work until 5:30PM five days a week with some flexibility to work into the early evening.

ESSENTIAL FUNCTIONS

- Provide client-centered, strength-based, culturally sensitive case management and coaching support to youth, seventeen through twenty-three years of age, soon to emancipate or emancipated from the county dependency and juvenile probation systems
- Partnering with staff from designated public housing authorities to assist young adults with independent living, while living in subsidized housing for 36 months
- Outreach and recruit property managers and owners to support housing for emancipated young adults who have a Family Unification Program Vouchers (FUP)
- Partner with young adults in the Family Unification Program to provide resources as it relates to wellness, employment, education, childcare and additional needs that might arise
- Provide on-going assessment of client needs, always monitoring for safety and stability risks. Provide immediate response to urgent client safety and stability needs

- Refer clients to services and programs (housing, employment, education, mental health, health, youth development, mentoring, etc) that will help them meet their goals. Assist them in accessing public benefits when eligible and needed
- Assist clients in developing and implementing plans to promote successful transitions to independent living and self-sufficiency. Work actively with clients in the domains of housing, education, employment, wellness and permanency. Help them to understand the connectivity between domains and the importance of working on more than one domain at a time
- Hold regular meetings with clients to monitor and mentor progress toward goals
- Plan and lead workshops and peer support groups relevant to client needs
- Client meetings are held in both the office and in the field. Traveling to client appointments, meetings and trainings away from the office is required as needed
- On a timely basis, maintain comprehensive case documentation in the agency's data base. Maintain a hard copy file of key documents and records that cannot be maintained in the data base. Assist in preparing database reports of your activities and clients' status, progress and outcomes for Transition Services Division Manager
- Participate in outreach in the field to identify and to assist underserved clients.
- Work toward continuous improvement of relevant knowledge base, skills and job performance. Participate in team and staff meetings, trainings, and other efforts to improve the quality of individual and agency performance
- Participate in the regular rotation in the Worker of the Day schedule, performing duties including intake, addressing client's needs for absent colleagues and assisting with reception desk coverage when needed
- Meet with and regularly communicate with the supervisor, advising them of urgent client needs and discussing personal efforts and challenges to improving job performance
- Perform all duties consistent with agency policies and procedures
- This is a 'mandated child abuse reporter' position
- Perform other duties as assigned

QUALIFICATIONS

- Minimum education requirement is a bachelor's degree in a related field
- Experience working with at risk adolescent populations
- Experience with HUD, public housing, Section 8/HCV and/or affordable housing is desired
- Commitment to strength-based and client-centered service
- Culturally competent
- Good communication and team work skills
- Resourceful and patient
- Excellent time management and documentation skills
- Ability to be flexible and adaptability with frequent changes within programs
- Desire to learn and apply themes of coaching/motivational interviewing to youth

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.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

COMPENSATION AND HOURS

This is a non-exempt, hourly and full time position estimated at 40 hours per week. Compensation for this position is \$20.67 per hour (equivalent to \$43,000 annually). Benefits are generous, with fully paid employee health and dental insurance and 80% dependent coverage. Paid time off includes vacation, sick, and personal day, 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 who will be a leader in integrating our work and values to transform the life of our clients. B:E is an equal opportunity employer, and we seek to develop a diverse workforce.

HOW TO APPLY

Please email resume and cover letter detailing your qualifications for the position and why you would like to work for Beyond Emancipation to trjob@beyondemancipation.org by September 22, 2017.