



## FUP Housing Coordinator Job Description

### 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 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](http://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 part of an exciting team, then we encourage you to apply!

*B:E is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, or veteran status.*

### POSITION SUMMARY

The FUP Housing Coordinator is a member of the B:E Housing Division team. Under the supervision of the Housing Division Manager, the FUP Housing Coordinator provides coaching and intensive case management services to emancipated youth and non-minor dependents. She/he also coordinates additional supportive services and provides linkages to other resources in the community for youth participants and their families. Currently, FUP provides services to 22 youth participants in the program located throughout Oakland and City of Alameda.

### ESSENTIAL FUNCTIONS

- Provide coaching and case management services around multiple domains to an intensive caseload of youth that are living in an 24 month program through City of Alameda Housing Authority and City of Oakland Housing Authority;
- Conduct home visits, assess functional indicators in client's home such as nutrition, cleanliness of housing, health conditions, budgeting and connecting with resources based on need and case plan;
- Utilize a 1:1 coaching model that promotes partner relationship with youth to assist with

goals and successful outcomes;

- Design and facilitate group coaching and skill building workshops with FUP clients re independent living skills development; community building with peers; social and relational skills development; etc.
- Liaison with Casey Family Services to do collaborative work with the clients that need additional case management support, while in the FUP program;
- Liaison with B:E's education and career development division to ensure that FUP youth have coordinated access to education and employment services;
- Conduct outreach to landlords, property manager and property owners to create connections for future referrals for housing and staff presence; and serve as point of contact for current landlords;
- Document and maintain case notes and charts; collect, organize and analyze data re FUP services and outcomes; prepare regular reports;
- Provide follow-up services and track "next steps" with clients once they have exited FUP;
- Serve as primary B:E liaison for the Seasons of Sharing program, which assists youth with one time emergency assistance around furniture, rental assistance, deposit assistance, past due utility bills;
- Participate as WOD (Worker of the Day) on a weekly basis or as needed.
- Actively participate in division meetings and activities.
- Perform other 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**

- Minimum requirement: Bachelor's Degree in related field
- Experience working with at risk adolescent youth
- Excellent verbal and written communication skills
- 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
- Clean driving record, consistently maintained, and reliable personal transportation

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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 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.

## **COMPENSATION AND HOURS**

This is a full time, non-exempt, hourly position. The hourly rate for this position is depending on experience. 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 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**

To apply, please visit our Employer webpage at Hyrell by going to: <https://beyondemancipation.hyrell.com>. A cover letter, resume, and employment application are required as part of the application process.