



# **Life Skills Coach/Case Manager**

## **Job Description**

### **ORGANIZATION OVERVIEW**

We believe all youth deserve the ability to live healthy, connected, and productive lives. At Beyond Emancipation (B:E), we provide a transformational environment and essential resources for transition-aged youth who have experience in foster care or probation placements to support their efforts to move toward independent adulthood. Under our unique partnership to operate Alameda County Social Services' Independent Living Program, we have the substantial advantage of engaging youth for an entire decade of their lives, from ages 14 to 24.

Founded in 1995, our program services include access to safe host and community housing, post-secondary educational supports, and one-on-one and small group coaching in the areas of life skills, health and wellness, and employment training. All programs are delivered using our signature youth-empowerment, strength-based coaching approach: "Creative, Connected, Resourceful, Whole", created and adopted in 2010. This innovative and successful coaching model provides the information, skills, and supports that enable youth to build resiliency and take responsibility for their own planning and decisions, leading to long-lasting positive change.

### **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 became Alameda County's Independent Living Program (ILP) provider. The ILP program supports current foster youth ages 14-21, using our 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 in South County.

### **POSITION OVERVIEW**

The Life Skills Coach/Case Manager will serve as the primary staff in meetings connecting both emancipating youth and non-minor dependents to available services at B:E and other local providers in the areas of education, employment, housing, wellness, and permanency. In addition, the Life Skills Coach/Case Manager follows up with youth served to provide more targeted support to help youth meet their education and employment goals. Reporting to B:E's ILP Director and working in close collaboration with ILP staff, this is a full-time position. Currently, due to COVID-19 much of this work is remote. B:E plans to transition back into the office in the fall of 2021.

### **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, equity, inclusion, and belonging - 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.



## ESSENTIAL FUNCTIONS

- Manage a caseload of youth/Non-Minor Dependents (NMD) to meet goals of their transition plan, including goals reflected in their Transition Independent Living Plan (TILP), Children and Family Team (CFT) meetings and Independent Living Program (ILP) workshops and services.
- Support youth/NMDs who are in Distance Learning Programs
- Provide on-going assessment of client needs, always monitoring for safety, stability risks and 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
- Support at risk populations, for example: pregnant and parenting teens, LGBTQ, and CSEC with accessing additional services unique to their situation
- Support and promote ILP Events with outreach efforts by following up with phone calls and/or in-person visits
- Maintain good communication with Child Welfare Workers, Probation Officers and other service providers via email, phone calls and/or other written updates as it pertains to youth's goals and objectives per TILP
- On a timely basis, maintain comprehensive case documentation
- Utilize a 1:1 coaching model that promotes partner relationship with youth to assist with goals and successful outcomes.
- Process applications for Alameda County's financial incentives
- Participate in the Worker of the Day duties and rotation.
- Participate in outreach in the field to identify and to assist underserved clients (includes attending relevant community organization meetings, collaboratives, etc.)

## QUALIFICATIONS

- Strong commitment to B:E and the ILP Program's mission with professional and/or lived experience of the challenges facing foster and probation youth ages 14-21.
- 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.
- 2+ years' experience providing direct services ideally to foster youth or other populations who have experienced instability and trauma.
- 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.

## COMPENSATION

This is a full time, non-exempt, hourly position. The Life Skills Case Manager/Coach schedule may include some evening and some weekend hours. Salary range is \$48,000-\$56,000. Benefits are generous with 80% paid employee health and dental insurance and 50% dependent coverage. Paid time off includes vacation, sick and wellness days as well as holidays. Voluntary vision and retirement plans are also available.



## HOW TO APPLY

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: [hire@beyondemancipation.org](mailto:hire@beyondemancipation.org). We plan to move this hiring process along quickly so please submit your materials as soon as possible.