



Independent Living Program (ILP) Transitions Coach/ Case Manager Job Description

Are you passionate about making an impact on the lives of foster youth in Oakland? And growing your experience with transition-age youth by collaborating with a team committed to social justice? If so, Beyond Emancipation (B:E) is looking for you!

ABOUT B:E

B:E's mission is to support young people as they imagine and create their own life beyond foster care. Through B:E's innovative coaching model, youth discover their own potential, take responsibility for their own decisions, and plan their futures with the support of an adult who follows their lead. B:E provides a transformational environment for transition age youth, offering programs that include access to safe housing, educational supports, and coaching in the areas of life skills, health and wellness, and employment training.

B:E's core values are at the heart of everything we do, and we look for individuals who share our commitments:

- **YOUTH-CENTERED:** We put youth first.
- **EQUITY:** We are committed to leveling the playing field.
- **TRANSFORMATION:** We are agents of change.
- **COMMUNITY:** We are in this together.
- **CONTINUOUS LEARNING:** We strive for excellence.

POSITION OVERVIEW

The Transitions 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 Transitions 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 Coaching Manager and working in close collaboration with ILP/Transitions staff, this is a full-time position.

ESSENTIAL FUNCTIONS

- Support youth at Child and Family Team (CFT) meetings to provide resources to our older youth and their network of support.
- As part of outreach and engagement, the Transitions coach will be one of the designated coaches/case managers onsite at our Satellite location to inform potential

participants about ILP services with the goal of reengaging inactive participants and enrolling new participants to the program.

- This includes attendance, advocacy, and all aspects of meeting scheduling (location, venue and time) with assigned families.
- Improve family engagement to support the transition process.
- Advocate for the youth and their needs. Work with the SSA and ILP Coach/Case Managers to support youth transition.
- Lead personalized transition planning, that includes life skills assessment. Goal planning, and strong transitions that include building a strong network and exit interviews.
- At the Annual ILP graduation event, recognize youth who are exiting care and transitioning out of ILP services, as well as those who are graduating from high school or college. This will honor their contribution and help ensure proper closure.
- For youth who exit the program organize final transition meetings that include Life skills checklist, a transition packet with resources and support for the next phase of their life, and incentives/gift cards to support their transition (i.e., grocery gift cards, gas cards, bus passes, household goods, etc.).
- Maintain up to date information about education, employment housing, and wellness resources and timelines to provide accurate information and support to youth during CFTs and to nonminor dependents and emancipated youth who are accessing general education and employment services.
- Utilize a 1:1 coaching model that promotes partner relationship with youth to assist with goals and successful outcomes.
- Refer clients to job readiness, employment programs, internships, and education programs throughout Alameda County.
- Process applications for Alameda County's financial incentives
- Participate in the Worker of the Day duties and rotation.
- Facilitate and/or Co-facilitate life skills workshops that include Making Proud Choices (MPC), living on my own, youth group, and discussions etc.
- Support annual events such as back to school bash, Independent city, Holiday events etc.
- Participate in outreach in the field to identify and to assist underserved clients (includes attending relevant community organization meetings, collaboratives, etc.).

QUALIFICATIONS

- 3 or more years of related experience working with transitional aged youth/underserved young adults ages 18-22 years old.
- Personal and/or professional experience in child welfare and other systems that impact foster youth is a plus.
- 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 14-22 years old.
- Experience providing direct services ideally to foster youth or other populations who have experienced instability and trauma.

- 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.
- 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, salaried position. The salary range is \$57,887.00 to \$67,887.00. Benefits are generous, with 100% paid employee and 80% dependent medical care coverage. Dental coverage is 100% paid by B:E. Paid time off starts with 15 days of vacation (increasing over time), 12 days of sick leave, 4 wellness days , as well as 13 holidays. Voluntary vision, matched retirement (up to 3%), and pre-tax flexible spending accounts for medical and dependent care costs 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: [hiring@beyondemancipation.org](mailto: hiring@beyondemancipation.org), with 'ILP Transition Coach/Case Manager' in the subject line. We plan to move this hiring process along quickly so please submit your materials as soon as possible.

EQUAL OPPORTUNITY

To better serve youth, B:E strives to build and strengthen a diverse organization, where every staff member is heard, valued, and supported to advance B:E's mission. B:E staff is majority people of color and many staff have lived experience in the foster care system. We are committed to living diversity, equity, inclusion, and belonging in our staffing, programming, and values. B:E is an equal opportunity employer, and we strongly encourage diverse candidates to apply.

HYBRID WORK ENVIRONMENT

B:E is committed to the safety, wellness, and health of our staff. We offer a flexible hybrid work environment where staff can decide with their manager the best schedule and location of work, based on their personal needs and their role within the organization. Some B:E staff work in-person almost every day, and some work from home almost every day. Most staff work in-person 2-3 days per week.

COVID-19 SAFETY

B:E is committed to keeping staff and youth safe and promoting the health of our community. B:E complies with the county, state, and federal COVID-19 guidelines and policies through our comprehensive COVID Prevention Plan.