



## **Independent Living Program (ILP) Coach & Case Manager Job Description**

*Are you passionate about making an impact on the lives of foster youth in Oakland? And growing your professional 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.

### **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 to become better prepared to transition from foster care and live healthy, productive, and connected lives. Service modalities include 1:1 coaching and case management, educational workshops, group outings, and events. The program incorporates youth voice, as well as support and services from a wide variety of partners. Services are headquartered in Oakland, serving Alameda County.

### **POSITION OVERVIEW**

The ILP Coach & Case Manager helps foster and probation youth prepare for adulthood and life beyond emancipation by providing comprehensive coaching and case management services in accordance with B:E's CCRW (Creative, Connected, Resourceful, and Whole) Coaching Model. This position reports to the ILP Coaching Manager.

## **ESSENTIAL FUNCTIONS**

### **Coaching & Case Management**

- Provide client-centered, strength-based, and culturally sensitive case management and coaching services to a designated caseload of ILP-eligible foster and probation youth; helping them with housing, education, employment, wellness, and permanency related matters
- Regularly meet and assess the needs of each youth on assigned caseload, support them with achieving their goals, including those outlined in their TILP, and help them problem solve and address challenges
- Conduct quarterly Life Skills Assessments with each youth to determine progress toward life skills goals
- Meet clients in the field when needed to assist them with accessing local resources and support services
- Monitor clients for safety and stability risks and provide immediate response to urgent client safety and stability needs when needed
- Support at risk populations, for example: pregnant and parenting teens, LGBTQ, and CSEC with accessing additional services unique to their situation
- Meet with youth and their care providers in the community to encourage youth participation in ILP related services
- Advocate for and refer program participants to appropriate services and programs (housing, mental health, health, employment, tutoring, mentoring, etc.)
- Attend continuing education and professional development trainings to strengthen capacity to deliver quality service and programming to youth on caseload

### **Programming Support**

- As part of outreach and engagement, this ILP coach/ Case manager 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.
- Collaborate with ILP team members to develop innovative and culturally relevant programming for foster youth
- Attend and provide support at ILP events
- Visit schools and other CBOs to inform staff about the ILP program and develop working relationships to support foster youth
- Attend networking meetings with service provider organizations to share the ILP program model and strengthen community collaboration to support foster youth
- 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.
- Provide front desk coverage as needed

### **Admin**

- Maintain timely and accurate progress notes and other records to document program participant status, progress toward the completion of goals, and outcomes.
- Conduct quarterly quality assurance checks to ensure youth records are complete and contain up-to-date information

- Assist youth in applying for and obtaining financial support by completing the appropriate stipend application process (Book money, Gas reimbursement, high school stipend etc.)
- Provide status updates to County ILP staff when asked for quality assurance purposes
- Develop TILPs as needed
- Participate as WOD (Worker of the Day) on a weekly basis

## **QUALIFICATIONS**

- 3 or more years related experience working with adolescents/transitional aged youth.
- Bachelor's Degree from accredited college or university in social work, psychology, human services, or a related field is a plus.
- Personal and/or professional experience in child welfare and other systems that impact foster youth is a plus.
- Experience working one-on-one with transition age youth or similar populations, especially youth from county dependency and probation systems.
- Experience in crisis and resource management, youth development and group facilitation.
- Excellent written and oral communication skills required.
- Strong time management, organization, and documentation skills
- Teaching and/or group facilitation experience both virtually and in-person.
- This position will require travel throughout the County to visit clients; therefore, reliable transportation is necessary to successfully perform the duties of this role.

## **COMPENSATION**

This is a full time, exempt, salaried position. The salary range is \$57,887 to \$67,887. 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, additional COVID-19 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 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.