



Position: **Youth Service Coordinator**
Program: **Project Independence**
Status / Classification: **Full- Time**
Supervisor: **Support Housing Director**

AGENCY BACKGROUND:

Abode Services (formerly Tri-City Homeless Coalition) is a community based organization founded in 1988. Services include support services to families as well as adults without children. The mission of Abode Services is to end homelessness by assisting low-income un-housed people to secure stable, supportive housing and to be advocates for the removal of the causes of homelessness. Abode Services has received a four-star rating from Charity Navigator for the fifth year in a row and is now the number one ranked human services agency for cost effectiveness in the State of California.

POSITION SUMMARY:

Project Independence (PI) helps youth from 18 to 24, who have aged out of the foster care system, and their children by providing them with affordable housing linked to comprehensive supportive services. This housing plus services strategy is effective because it provides youth with a stable foundation and adult support while they finish their education or job training, find new employment and/or overcome mental health concerns that interfere with their ability to live independently. The Youth Service Coordinator will provide overall assistance with Project Independence participants including: assessment and enrollment, housing assistance, case management and all other activities needed to support participants on an individualized basis.

RESPONSIBILITIES

- Pre-screen potential participants for Project Independence.
- Assess and enroll applicants into the program which includes face-to-face meetings with all applicants.
- Review and verify all supporting documentation.
- Assist participants in maintaining stable housing by providing tenant/ landlord liaison support.
- Assist with housing placement, maintenance coordination, and general communication around housing needs.
- Develop Individualized Service Plans for all participants.
- Prepare written applicant assessment reports.
- Deliver case management services, including but not limited to weekly personal contact, periodic home visits, monitoring of educational progress, income certifications, and referrals to adjunct services.
- Assistance with financial, career planning, and job search preparation.
- Advocate for participants with employers, educators, and other service providers.
- Attend mandatory meetings and case-conferencing sessions.
- Network with other community service organizations and local government
- Prepare quarterly, annual, and programmatic reports as requested.

- Maintain and secure comprehensive case files.
- Provide assistance to the Supportive Housing Director as assigned.

QUALIFICATIONS:

- MSW preferred. BA Social Work or related field required.
- A minimum of one year of experience working with transitional age youth, homeless individuals/ families, or extremely low income populations.
- Ability to maintain accurate client/service documentation.
- Excellent written and oral communication skills.
- Ability to work effectively in a team environment.
- Strong organizational and time management skills.
- Excellent engagement skills with program participants.
- Initiative, flexibility, capacity to respond effectively in stressful/crisis situations.
- Experience with community networking and resource building.
- Reliable transportation and clean DMV record required.
- Willingness to be flexible with work schedule.

Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.