

Position Description  
Transitional Living Program Coordinator

Basic Functions and Responsibilities:

Under the supervision of the Chief Programs Officer, coordinate the services associated with the Transitional Living Program and the funding that supports the program. In addition, provide individual skill building, advocacy, and case management services to homeless-youth through a strengths-based approach.

Characteristic Duties:

1. Provide individual skill building, advocacy, and case management services to a caseload of 7-10 homeless youth in Outreach, Residential, or Aftercare.
2. Maintain case files, completing required paperwork, case notes, and reports.
3. Assist youth in identifying any barriers to completing their education or obtaining employment and provide them with assistance in overcoming such barriers.
4. Coordinate and facilitate weekly skill building group for TLP participants
5. Complete grant reports, evaluations, site visits, and all other paperwork required by the funding sources for Transitional Living Program and the Community Block Development Grant (CDBG).
6. Manage rental properties and UAY own properties, as well as comply with City inspections.
7. Provide direct supervision for Transitional Living Program staff, facilitate weekly team meetings, observe staff on visits, and ensure that case files are kept in compliance with grant requirements.
8. Conduct a team file review once a quarter and review all open and recently closed files.
9. Coordinate referrals (Coordinated Entry) and distribute them to the team based on caseload openings.
10. Collaborate with other local and state programs to strengthen partnerships in serving pregnant and parenting teens, including participation in Local Homeless Coordinating Board, Coordinated Entry, and Runaway and Homeless Youth Grant
11. Attend grantee meetings as well as other events that would help to positively promote the TLP in the community and state.
12. Supervise AmeriCorps Volunteers assigned to the TLP.

Related Duties:

1. Perform other tasks as assigned by the Chief Programs Officer.
2. Develop and maintain knowledge of resources, services, and opportunities available to youth and families.

Qualifications: Bachelor's level education in social work, counseling, health education or related human service field. Five years prior experience in working with homeless youth, prior experience in program supervision. Valid Driver's License is required.

Compensation: Full-time position. Some nights and weekends required. Starting at \$36,000 with full benefits.

Please email cover letters and resumes to [uayjobs@unitedactionforyouth.org](mailto:uayjobs@unitedactionforyouth.org)