



EMPLOYMENT AND EDUCATION SPECIALIST FOR THE SHIFT

POSITION SUMMARY

May 2019

Organizational Background: My Friend's Place is a privately funded nonprofit organization with a mission "to assist and inspire homeless youth to build self-sufficient lives." Our crisis resource drop-in center provides emergency, health, mental health, creative arts, case management, and education & employment services to nearly 1,500 youth and young adults experiencing homelessness youth annually. Our comprehensive, multi-disciplinary program model is innovative and replicated in drop-in centers locally and nationally. We are a data lead agency committed to continuous learning and development. We are currently seeking an enthusiastic, committed, and integrous specialist to join our Transformative Education Team.

Job Summary: Under the direct supervision of the Transformative Education Manager, the Employment & Education Specialist will partner with the Clinical Social Worker (CSW) to implement "The SHIFT" which is a hybrid program that advances social-emotional learning and development using work preparedness and paid experience as the practice platform. The Employment Specialist provides employment related assessment and services to homeless and runaway high-risk youth ages 18-25 involved in the program with 100% adherence to the fidelity of the program model. The goal of the 6 month program, which serves approximately 12 youth at a time, is to inspire homeless young adults to see a more stable future for themselves and to pursue meaningful steps on a pathway to self-sufficiency by building internal assets and work readiness skills within a safe and trusted environment.

Duties include but are not limited to the following:

Recruitment, Retention, and Other Program Development:

- Develop strategies, including communication tools, to successfully recruit youth in the target population to attend the orientation
- Plan and co-facilitate with the CSW orientation sessions and 1:1 interviews
- Create and iterate program and promotional materials
- Monitor and implement creative strategies for retention
- Based on youth interest, overall assessment, and slot availability, assign youth interns to the on-site experiential learning component on either the Safe Haven or Transformative Education Team and determine schedule

- Keep up to date on local employment trends and build relationships with workforce, education, vocational training, and certification programs
- Plan and execute field trips and 1:1 career exploration visits
- Maintain records of petty cash, youth timesheets, weekly stipends, and bonus stipends

1:1 Employment Services:

- Meet weekly with each of the 12 interns for 30 minutes per week in order to complete work readiness activities that include resume writing, mock interviewing, job searching, workplace etiquette, financial literacy, and others topics
- Motivate youth to stay engaged in the program and help youth problem-solve any issues that may prevent successful completion
- At mid-way point in program, complete performance reviews in coordination with the CSW and job coach and help facilitate the performance review meetings with youth interns which determine eligibility for advancement
- Assess and explore employment and education interests and available opportunities for the purpose of linking youth to their next step opportunity
- In the final month, introduce, link, and support exploration and engagement in further workforce development opportunities, certification, or vocational training opportunities and/or direct job search
- As part of post-program follow up, maintain biweekly in person, email, and/or phone contact with youth interns
- Provide employment and education support to milieu when The Shift is in between rounds

SEL/D Group Facilitation:

- Plan for and co-facilitate with the CSW two different 1-hour groups (SEL/D and Peer Support) on a weekly basis
- Role-model prosocial communication and appropriate work etiquette for youth interns

Crisis Intervention and On-Site Experiential Learning Milieu Support:

- In partnership with all staff, provide and ensure consistent supervision of youth interns and a safe, clean, and productive environment
- Provide on-the-job emotional regulation support as needed during youth interns' experiential learning hours and participate in corrective actions as needed
- Provide training and support to job coaches and ensure that their assessments are completed
- Support the Clinical Social Worker with crisis intervention as needed

Record Maintenance and Evaluation:

- Create curriculum and checklist for work readiness skills and track completion
- Track attendance in all core program components
- Document 1:1 employment sessions, group participation, and incident and setbacks in an accurate and timely manner in CiviCore, our performance management tool

Meeting Participation:

- Participate in individual and group clinical supervision

- Participate in all staff meetings, domain team meetings, and The Shift meetings which will include data-driven reflection and program modification
- Participate in applicable community meetings

Experience, Education, & Qualifications

- Bachelor's Degree required; 3 years experience delivering workforce programming may be substituted
- One year experience working with homeless and disconnected youth and young adults
- Commitment to agency mission and core values
- Ability to work and share critically and self-critically
- Demonstrable commitment to self-awareness and one's own healing and wellbeing as key to working responsibly and effectively with others and contributing to a healthy and equitable work environment
- Must have the ability and interest to work professionally with youth with severe trauma histories and appreciate that the behavioral expression of pain can include challenging, even hostile, behaviors
- Solid understanding of adolescent/young adult development and the impact of trauma on high-risk behavior including substance use
- Demonstrable commitment to developing trauma-focused counseling and advocacy skills
- Ability to thrive in a multidisciplinary team approach appreciating that service decisions and interventions are made in collaboration with the team
- Ability to take initiative, provide leadership combined with openness and patience in a learning environment
- Ability to think critically and problem-solve while completing assessments and developing both case and safety plans
- Strong organizational skills with an attention to details, timelines, and follow through
- Ability to balance autonomy, responsibility, and collaboration
- Open-mindedness and ability to work with diverse groups
- Articulate a positive vision for the mission of My Friend's Place
- Able to concentrate and be productive in a shared office setting
- California driver's license, automobile insurance and reliable transportation

PROFESSIONAL ACCOUNTABILITY

Commitment to Core Values

The following core values are fundamental to our work together and with the youth: compassion, flexibility, honesty, human worth, integrity, openness, respect, sense of humor, trust, valuing diversity, and the willingness and courage to engage, address, discuss and work across differences

Dependability / Reliability

- Centers youth care
- Reports to work on time and informs appropriate staff when involved in other duties away from the agency
- Provides advance notice in a timely manner for all scheduled leave
- Maintains proper attendance requirements in compliance with agency policies, understanding the critical nature of the crisis center work

Attitude and Flexibility

- Exercises good judgment under various work situations
- Adapts to changes in agency routines and issues
- Maintains flexibility in completing tasks as required by the position
- Exhibits positive daily work attitudes on a consistent basis

Interpersonal Relations

- Creates a positive environment for all people in the agency by addressing issues of harassment, discrimination, or lack of respect immediately
- Continues to pursue the development of cultural sensitivity and proficiency agency-wide
- Documents challenging personnel and stakeholder situations in writing
- Exhibits cooperation and courtesy while creating a positive public image for My Friend's Place and a productive work environment

Quality / Quantity of Work

- Understands and satisfactorily performs activities as assigned by the Transformative Education Manager and Director of Programs
- Ensures that all work is completed to highest quality professional standards

Professional Leadership

- Maintains a level of professional knowledge so as to function as a resource for all staff, volunteers, and community members for the agency's overall operation

Requirements, Terms and Benefits

- Full-time non-exempt status position, occasional weekend and evening hours will be necessary. Benefits include medical and dental insurance, vacation and sick leave, and 403b retirement plan
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, lift and carry objects weighing 25+lbs, and drive
- Job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required
- Must submit to and successfully pass a criminal history background check
- Must have access to adequate transportation and is insurable by the agency's insurance
- TO APPLY, please email resume, cover letter and salary requirements to:

Camilla Brannstrom, MFA, Transformative Education Manager

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EQUAL OPPORTUNITY EMPLOYER: My Friend's Place is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, national or ethnic origin, gender identity and/or expression, sexual orientation, status as a protected veteran, status as an individual with a disability, criminal history in accordance with the law, or any other legally protected characteristics. Everyone is encouraged to apply for available employment to ensure our staff reflects the diversity of the young people served by My Friend's Place.