

EQUAL OPPORTUNITY EMPLOYMENT & AFFIRMATIVE ACTION

The Matthews House is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability or any other status protected by state or local law.

Position: Transition Facilitator

Status: PRN

Job Description: Provides coaching services to at risk youth and families with an emphasis on individual and family transition, planning, and facilitation of services.

SUPERVISES:

N/A

SUPERVISED BY: Youth and Family Program Director

QUALIFICATIONS:

- Bachelor's Degree from accredited college or university. Experience and/or formal accreditation programs can be substituted for formal education.
- Demonstrates skills critical to successful case management including interdisciplinary collaboration, crisis management, and resource education and referral.
- Must be familiar with helping youth and parents with mental health adjustment, symptom resolution and behavioral problems.
- Must have proven organization, time management and team partnership skills.
- Knowledge of community resources is required
- Ability to respond to safety and emergency situations.
- Must be able to drive and have a clean driving record.
- Must pass a FBI fingerprint screening.
- Skilled in using word processing, database and presentation software.

RESPONSIBILITIES:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Provide coaching services to youth and/or parents as requested by referral source.
- Conduct one time in home visits with families who would benefit from access and referral to community resources.
- Conduct client intake when appropriate.
- Manage a caseload of assigned clients.
- Evaluate the goals and objectives for individualized transition plans.
- Coordinate services that are involved in the case plan to ensure continuity of care
- Problem solve with client in order to push through barriers and make advances in the treatment and/or case plan.
- Accompany clients to appointments, hearings and other necessary meetings when appropriate.

- Maintain individual contact with each client weekly.
- Provide guidance and support to mentors of clients on caseload.
- Design, plan, implement and/or coordinate activities related to each client's goals that provide intermediary outcomes, which lead to a positive final outcome for each client.
- Provide instruction to youth, either one on one or in group setting around independent living and interpersonal skills necessary for successful transition to adulthood.
- Demonstrate ability to utilize a variety of approaches to establish and maintain a relationship with the client.
- Collaborate with educational professionals/service agency providers in coordinating a variety of assessment methods/procedures (including vocational assessments (i.e. Voc-Rehab), independent living skills evaluations (i.e. Chafee), classroom and job sampling observations (i.e. job shadowing, internships, apprenticeships), and academic functioning levels) in the development of the transition plan.
- Work in coordination, and may serve as a liaison with other community resources to meet the client's need for: financial assistance, housing, medical care, substance abuse intervention, family support, employment/skills training opportunities, life-skills training, transportation, pro-social/recreational programs, etc.
- Facilitate referrals to other agencies.
- Document all services provided for contract compliance as well as statistical, financial and/or reporting purposes.
- Assure all services provided are within the Matthews House guidelines and philosophies.
- Maintain a high level of knowledge regarding best practices in social work, funding sources, community resources and computer programs.
- Model non-discriminatory practices in all activities.
- Comply with and support suggestions and policies set by the Program Director.

Specific Responsibilities:

- Complete client reports and submit to the Youth and Family Program Director.
- Actively participate in supervision with the Youth and Family Program Director individually or in group supervision.
- Maintain, in a confidential manner, complete and accurate client files.
- Perform other duties as assigned.

SPECIAL REQUIREMENTS

Candidate must possess the leadership qualities and personal characteristics necessary for working effectively with at-risk youth and families. Frequent operation of office equipment is required. Candidate must possess good moral character.