

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.

Unpaid position (course credit, unlimited coffee, and fun office culture available!)

Position: Youth & Family Transition Facilitator - MSW

Status: Internship

Job Description: Assists Matthews House staff in working with youth and families in transition, creating plans, locating resources and facilitating services.

Clinical/Task Supervision By: Youth & Family Lead Transition Facilitator

QUALIFICATIONS:

- Demonstrates skills critical to successful case management including interdisciplinary collaboration, crisis management, and conferencing skills.
- Familiar with helping youth and families with mental health adjustment, symptom resolution and behavioral problems.
- Proven organization, time management and team partnership skills.
- Knowledge of community resources is helpful
- 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.
- Current MSW student

RESPONSIBILITIES:

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

- Conducts client orientation when appropriate.
- Assists in managing a caseload of assigned clients if appropriate.
- Assists Program Director in the development of an Individualized Case Plan, which ensures that necessary transition services are provided to clients.
- Evaluates the goals and objectives for individualized transition plans.
- Coordinates 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.
- Accompanies clients to appointments, hearings and other necessary meetings when appropriate.
- Maintains individual contact with each client weekly.

- Designs, plans, implements and/or coordinates activities related to each client's goals that provide intermediary outcomes, which lead to a positive final outcome for each client.
- Contributes to the development and/or instructs classes and/or activities at the Matthews House for independent living and interpersonal skills necessary for successful transition to adulthood as assigned.
- Demonstrates an ability to utilize a variety of approaches to establish and maintain a relationship with the client.
- Collaborates 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.
- Works 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.
- Facilitates referrals to other agencies.
- Assures all services provided are within the Matthews House guidelines and philosophies.
- Models non-discriminatory practices in all activities.

Specific Responsibilities:

- Complete client reports and submit to the Program Director when appropriate.
- Actively participate in weekly supervision with the Program Director individually or in group supervision.
- Actively participate in monthly staff meetings.
- 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 young adults involved in the juvenile justice system and families at risk of child welfare involvement. Must be able to provide own transportation to agency-related functions, community agencies, and Human Service offices throughout the county. Frequent operation of office equipment is required. Candidate must possess good moral character.