

Check and Connect Coordinator

Reports to: Youth Intervention Program Manager

Program: Intervention

Classification: Part time (20 hours/week), non-exempt

Job Summary

The Check and Connect (C&C) Coordinator is a vital member of the Youth Intervention Program team, and concentrates their efforts on improving outcomes for at-risk youth. The C&C Coordinator targets youth early in their trajectory of problem behavior and provides evidence-based early intervention support to help get them back-on-track toward reaching their full potential.

Essential Functions

1. Provide one-to-one intervention support on-site at partner schools in Washington County and in Elevate offices.
2. Facilitate individual services to adolescents struggling with attendance issues; work with the client to identify root cause of attendance issues; facilitate evidence-based programming aimed at improving attendance, reducing absenteeism, and preventing drop-out.
3. Work with clients and collateral sources to develop goals and an intervention plan (Check and Connect) to assist the client in improving attendance and ensuring other bio-psycho-social needs are met.
4. Conduct home visits and work with families of youth when appropriate to help address issues related to truancy. Address issues other than truancy through resource and referral, including but not limited to: AODA, mental health or psychiatric, medical, transportation, family or social support, and others.
5. Provide on-going mentoring and accountability support for youth in the program.
6. Develop and maintain positive relationships with school personnel and other local county agencies that provide services to youth.
7. Assure thorough documentation and accurate, timely data entry.

Secondary Duties

1. Under the leadership of the Youth Intervention Program Manager and in the spirit of continuous improvement, collaborate with the Youth Intervention Team to refine program offerings to assist at-risk youth in achieving their full potential.
2. Prepare program activity reports for evaluation, fund development and marketing purposes.
3. Assist in identifying public policy initiatives to advance Elevate's mission.
4. Represent agency at job-specific committee/affiliation meetings.
5. Participate in agency staff/committee or program meetings and attend all designated agency functions as specified by the Executive Director or Board of Directors.
6. Other duties as assigned.

Qualifications

1. Bachelor's degree preferred in the field of Social Work, Counseling, Education, Community Education or related field. If not completed, at a minimum pursuing a degree in Social Work, Counseling, Education, Community Education or related field; having completed a minimum of 60 credits, combined with youth work experience, will be considered.
2. Passion for and experience in youth work/youth programming.
3. Knowledge of risk and resiliency factors for youth.
4. Experience working in school and community settings.
5. Experience working with adolescents and their families.
6. Excellent written and verbal communication skills.
7. Strong interpersonal skills.
8. Proficient in Microsoft Office Suite and Google applications.
9. Have training in the administration of Naloxone and be willing to administer Naloxone in the case of a suspected opioid overdose.

The mission and philosophy of Elevate requires this position to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, clients, and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each client, visitor and fellow employee is a requisite of successful job performance. In addition, strict client confidentiality must be maintained.

Updated: 5/17/2018