www.AdoptionNetwork.org

Program Coordinator, Youth Services (Full-Time)

Department: Programs
Supervisor: Director of Programs
FLSA Status: Exempt

Background of Organization

Adoption Network Cleveland (ANC) recognizes adoption as a complex, lifelong, and intergenerational journey for all those whose lives are touched by it. Founded in 1988, Adoption Network Cleveland provides programs and services to connect and empower all members of the adoption triad (adoptees, birthparents, and adoptive parents), youth in foster care, foster parents, siblings, and adoption professionals. Recognizing that a unified voice is a strong voice, Adoption Network Cleveland promotes community awareness and social change by advocating for progressive policies and openness in adoption practice, policy, and law.

Job Summary

The Program Coordinator, Youth Services reports to the Director of Programs and works collaboratively with Adoption Network Cleveland staff, Board of Directors, youth constituents, and community partners to identify needs of youth and to implement avenues of support, advocacy, and education through programs and mediation services.

Responsibilities

Program Implementation

- Coordinates, plans and co-facilitates Get Real Youth Support Groups (ages 14-18) two times per month.
- Maintains contact and follows up with CCDCFS staff regarding youth in attendance at Get Real groups and other youth programming.
- Completes a detailed summary of the Get Real sessions, as well all youth programming which includes youth in attendance and transportation for each youth support group.
- Arranges transportation home from the Get Real group with contracted transportation service/driver as well as other youth programming as needed.
- Monitors and manages social media outreach to youth.
- Collaborate with the Junior League of Cleveland for the planning and implementation of the Cooking with Cuyahoga's Kids event.
- Coordinates, plans, and co-facilitates Family Ties Youth Support Group.

- Coordinates youth referrals to the mentoring program and works with the appropriate program staff to match mentees with mentors.
- Interviews potential mentees and prepares a written summary including recommendations.
- Provides mentee contact/support and monitors and evaluates youth/mentor relationships monthly and provides support and advocacy when needed.
- Participates in mentor match meetings.
- Manages relationships between mentees and mentors, parents and caregivers, as well as DCFS when appropriate.
- Collaborates with the Family Support Coordinator to facilitate the Mentor Orientation and Trainings as scheduled.
- Collaborates with the Family Support Coordinator in assisting in the planning of mentor/mentee social outings and events.
- Plans and manages the Reconnections Support programming, providing support to emancipating/emancipated youth navigating relationships with their birth families.
- Participates in all aspects of the mediation program including, with training, conducting mediation sessions with families of youth in foster and kinship care.
- Designs and evaluates recruitment strategies to increase community participation in youth programs as needed.
- Provides guidance and support for special projects and initiatives geared toward the youth population.
- Recruits, trains, and nurtures the involvement of volunteer peer co-facilitators for youth groups.
- Prepares and submits appropriate paperwork to ensure timely payment to contracted providers.

Reporting and Evaluation

- Works to assess the needs of youth in foster, kinship, and adoptive placements in order to develop and implement relevant youth programming and services.
- Maintains written and computer records of all calls and interactions with youth served as well as all contacts with professionals and caregivers involved.
- Completes mentee Quality of Relationship Assessments two times per year.
- Reviews program evaluations as scheduled and prepares a summary including course corrections.
- Participates in quarterly review of all youth programs and provides updates and suggestions for program improvement.
- Assists in completing required monthly and quarterly reports for grants; ensures compliance with federal fiscal and program requirements; ensure compliance with County and State regulations.
- Makes sure program evaluations are completed as scheduled and entered into Survey Monkey.
- Organizes and maintains paperwork, records and files of the program to ensure full and proper reporting.

Collaboration

- Works with the Program Manager and appropriate program staff to plan, recommend, and implement policies, procedures, and protocols necessary to further the objectives of the programs and services being provided.
- Works with the Cuyahoga County Division of Children and Family Services (CCDCFS) in obtaining referrals for Youth Support programs and other youth programs and services.
- Works with adoptive and kinship families and DCFS in obtaining referrals for EMBRACE Mentoring Program.
- Collaborates with the CCDCFS emancipation unit as well as community partners to determine how ANC youth programs can support youth who might or have emancipate from foster care.
- Maintains and fosters positive collaborative working relationships with CCDCFS and other outside partners.
- Enhances interdepartmental communication and cooperation.
- Understands and adheres to CCDCFS and ANC conflict of interest policy.
- Understands and adheres to all Ohio Department of Job and Family Services, CCDCFS, Victims of Crime Act funding, and ANC policies regarding confidentiality and privacy of clients, members and ANC and its programs.

Other

- Attends trainings and workshops as they relate to job responsibilities.
- Other duties as assigned.

Qualifications

- Minimum Bachelor's Degree in social work or related field with a minimum of three years' experience required, including 2 years post-degree, in social services, preferably in youth programs/services setting(s).
- Master's Degree with minimum 2 years' experience strongly preferred.
- Current State of Ohio Social Work licensure strongly preferred.
- Experience working with public child welfare system and/or knowledge of the foster care system and adoption preferred.
- Knowledge of trauma-informed care theories, principles and practices and the methods and techniques for effective program administration.
- Significant experience providing services to at-risk youth who have experienced varying levels of stress and/or trauma.
- Mediation experience strongly preferred.
- Proven leadership with diverse staff, youth population, and agency partners.
- Able to make decisions independently.
- A demonstrated passion for children awaiting adoption.
- Culturally competent, sound judgment.
- Appreciation of adoption as a lifelong journey with a sound knowledge base of the issues involved.
- Excellent oral, written, and verbal communication skills.
- Superb organization skills; detail oriented with strong follow-through and the ability to manage several projects simultaneously.
- Creative, results-oriented, self-starting, assertive, outgoing, and willing to learn.

In addition, the selected candidate:

- Must have and maintain a clean driving record (driving background check conducted).
- Must have and maintain adequate automobile insurance coverage (proof of coverage required).
- Must have reliable transportation.
- Must be able to work a flexible schedule (negotiated), which includes non-traditional evening and weekend hours.
- Must have a neat appearance.
- Must have proficiency with computers, including Microsoft Office, Internet, and email.
- Must be successfully complete fingerprinting and background check.

Work Hours

40 hours per week. Able to manage an aggressive schedule, working beyond 8:30-5:00 on a regular basis. Able to work an average of one weekend day per month and one to two evenings per week.

Compensation and Benefits

Competitive salary. Benefits include employer-paid short-term and long-term disability insurance and life insurance; company-provided health insurance partially paid for by ANC with health savings account contributions; a retirement plan with company contributions; and paid time off. Reimbursement of travel expenses. Employee-optional vision, dental, voluntary accident, cancer, term and universal life insurance, and hospital indemnity.

Equal Employment Opportunity Statement

To provide equal employment and advancement opportunities to all individuals, employment decisions at the organization are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities, decisions or practices on the basis of race, color, religion, national origin, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, disability, veteran status, adoption status or any other characteristic protected by law.

To apply: Send Resume and Cover Letter with salary requirements to HR-Dept@adoptionnetwork.org**.** First consideration will be given to applications received by Friday, September 13, 2019. Open until filled.