

Job Description

Title	Young Adult Support Specialist
Department / Program	Youth Transition Services Department
Reports To	Youth Transition Services Department Manager
Exempt / Non-Exempt Status	Exempt
Full-Time / Part-Time Status	Full-time
Salaried / Hourly	Salaried, \$43,800
Education & Experience	<ul style="list-style-type: none"> • Bachelor's degree in Social Work or related field, required • Child welfare and/or experience working with older youth, required • Trauma-informed and permanency competence
Supervisory Responsibilities	<ul style="list-style-type: none"> • None
Skills & Values Required	<p>Must possess and demonstrate:</p> <p>All-agency:</p> <ul style="list-style-type: none"> • Alignment and commitment to values, mission, model, and vision of the agency • Commitment to equity and inclusion within the agency and across systems • Advocacy for excellence in child welfare and adult medical and behavioral health and well-being • Competence and confidence in building transparent, positive partnerships that will further the agency's mission • Strong written and verbal skills • Data-informed decision-making <p>Position-specific:</p> <ul style="list-style-type: none"> • Ability and enthusiasm to engage and motivate young adults in individualized case management planning, with focus on housing, education, and building of healthy, supportive network • Advocacy for best practice for vulnerable population • Understanding and commitment to permanency for youth and young adults, including both legal and relational permanency • Ability to identify and connect youth to community-based resources • Confident public speaking skills for workshop and training delivery to both young adults and staff on a variety of topics related to youths' transition to adulthood

	<ul style="list-style-type: none"> • Strong organizational skills, with ability to work both independently and as a member of a team • Belief in youth voice and choice
Other Requirements	<ul style="list-style-type: none"> • Must pass Background Criminal Investigation (BCI) check • Must pass Child Protection Services (CPS) background checks for RI as well as any additional states, per Adam Walsh Act of 2006. • Must be fully vaccinated for COVID-19 • Access to reliable transportation • Specific to staff-owned vehicles, staff must demonstrate: <ul style="list-style-type: none"> -Possession of valid driver's license -Maintenance of clean driving record -Possession of valid and continuous auto insurance coverage that meets the state's minimum requirements -Valid vehicle inspection sticker • Hold an active license with the RI Department of health (RIDOH) for applicable positions • Additional requirements, as outlined by service contracts, if applicable
Physical Requirements	<ul style="list-style-type: none"> • Prolonged periods of (1) sitting at a desk/meeting table and (2) working on a computer. • Ability to self-transport to client and agency-related meetings and work within the RI community • U.S. Bureau of Labor and Statistics Occupational Requirements Survey (ORS) of strength level category: Sedentary to Light work • Reasonable accommodations may be made to enable staff to perform the essential duties.
Duties & Responsibilities	
<ul style="list-style-type: none"> • Meet with youth on a regular basis, as contractually obligated and in line with his/her/their individualized self-sufficiency plan. • Assist clients with educational attainment and advancement, including but not exclusive to completion of high school or GED, exploration of post-secondary schooling, and/or vocational training. • Connect youth with community-based resources related to healthy living, life skill-building, financial literacy, and driving education. • Assist clientele to obtain proper documentation for independence, including but not exclusive to birth certificate, Social Security card or immigration paperwork, legal identification, and/or drivers' license. • Work collaboratively with young adults to identify safe and healthy supports by application of multiple family search & engagement strategies. • Provide training and consultation to other child welfare and community providers related to permanency and young-adult specific topics • Communicate and coordinate with all members of the youth's treatment team • Attend and participate in-service trainings, team meetings, professional development, and group and individual supervision, as applicable 	

- Complete all necessary documentation, including all client records, narrative reports of assessments, progress reports, treatment plans, quarterly report submissions, and discharge summaries, in compliance with confidentiality standards.
- Actively participate and contribute to program and agency data collection and analysis for purposes of identifying trends, program development, and communication with the community
- Other duties as assigned

I have read and understand the above list of duties pertaining to the position and understand that it is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that may be required. I understand that duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Staff Signature

Date

Supervisor Signature

Date