



## Job Description

<b>Title</b>	Teen Focus (TF) Program Coordinator
<b>Department / Program</b>	Youth & Young Adult Services (YYAS) Department / Teen Focus Program
<b>Reports To</b>	Youth & Young Adult Services (YYAS) Department Manager
<b>Exempt / Non-Exempt Status</b>	Exempt
<b>Full-Time / Part-Time Status</b>	Full-time
<b>Salaried / Hourly</b>	Salaried
<b>Salary Range</b>	\$58,000-\$65,000/annually
<b>Education &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in social work or related field, required.</li> <li>• Experience working with at-risk and/or child welfare involved children and young adults</li> <li>• Experience with educational system(s), secondary school, and vocational school systems</li> <li>• Knowledge of adolescent and adult development</li> </ul>
<b>Supervisory Responsibilities</b>	<ul style="list-style-type: none"> <li>• Direct the day-to-day operations of the program and implements programmatic and administrative policies and procedures to attain program goals and objectives.</li> </ul>
<b>Skills &amp; Values Required</b>	<p>Must possess and demonstrate:</p> <p>All-agency:</p> <ul style="list-style-type: none"> <li>• Alignment and commitment to values, mission, model, and vision of the agency</li> <li>• Commitment to equity, diversity, and inclusion</li> <li>• Awareness of local, national, and global events, trends, and best practices in the agency’s fields of expertise</li> <li>• Competence and confidence in building internal and external transparent, positive partnerships that will further the agency’s mission</li> <li>• Effective written and verbal skills</li> <li>• Data-informed decision-making</li> </ul> <p>Position-specific:</p> <ul style="list-style-type: none"> <li>• Public speaking and knowledge of needs of older youth and young adults with child welfare involvement.</li> <li>• Experience in service provision of trauma-informed care, permanency practice, and educational needs of child welfare population</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of and demonstrated experience with best practices and state and federal laws related to foster care, youth permanency, juvenile justice, homelessness and housing, mental health, education and health for at-risk populations.</li> <li>• Ability to assess, deliver, and evaluate direct service programming</li> <li>• Strong organizational, system building &amp; strategic decision-making abilities</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Must pass Background Criminal Investigation (BCI) check</li> <li>• Must pass Child Protection Services (CPS) background checks for RI as well as any additional states, per Adam Walsh Act of 2006.</li> <li>• Compliance with I-9 verification</li> <li>• Must be fully vaccinated for COVID-19</li> <li>• Ability to work a flexible schedule, including some evenings and weekends</li> <li>• Access to reliable transportation</li> <li>• Specific to staff-owned vehicles, staff must demonstrate: <ul style="list-style-type: none"> <li>-Possession of valid driver's license</li> <li>-Maintenance of clean driving record</li> <li>-Possession of valid and continuous auto insurance coverage that meets the state's minimum requirements</li> <li>-Valid vehicle inspection sticker</li> </ul> </li> <li>• Hold an active license with the RI Department of health (RIDOH) for applicable positions</li> <li>• Additional requirements, as outlined by service contracts, if applicable</li> </ul>
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>• Prolonged periods of (1) sitting at a desk/meeting table and (2) working on a computer.</li> <li>• Ability to self-transport to client and agency-related meetings and work within the RI community</li> <li>• U.S. Bureau of Labor and Statistics Occupational Requirements Survey (ORS) of strength level category: Sedentary to Light work</li> <li>• Reasonable accommodations may be made to enable staff to perform the essential duties.</li> </ul>
<b>Duties &amp; Responsibilities</b>	
<p><u>Agency Core Tenets &amp; Collaboration</u></p> <ul style="list-style-type: none"> <li>• Maintain client confidentiality and conduct self in accordance with professional and ethical standards</li> <li>• Assist the agency in assessing and providing effective, equitable, understandable, and respectful quality care and services that are responsive to diverse cultural beliefs and practices, preferred languages, mental and behavioral health literacy, and other communication needs.</li> <li>• Participate in agency's development and community outreach activities.</li> </ul> <p><u>Development &amp; Provision of Service Delivery</u></p> <ul style="list-style-type: none"> <li>• Work collaboratively with the YYAS Department Manager to provide strategic leadership, development, and oversight in the service provision of programming within the Teen Focus program.</li> </ul>	

- Provide oversight to ensure data collection and reporting for the Teen Focus program, identifying needs, trends, and opportunities for further program development.
- Develop and maintain program documentation and structures, including forms and manuals.
- Ensure fidelity to practice models, including education and on-going support to staff implementing model(s).
- Continuously research and disseminate local, national, and international best practices related to Teen Focus population.
- Oversee development, planning, marketing, and delivery of events, trainings, and workshops sponsored by Teen Focus program.

#### Personnel & Finance

- Conduct staff on-boarding, training, and termination in line with agency policies.
- Facilitate supervision, team meetings, and training to both internal staff and community entities, grounded in best practice.
- Ensure program staff receive ongoing support and professional development.
- Complete Administrative tasks, including but not exclusive to staffs' completion of accurate timesheets, mileage reimbursements, Purchase Requests, performance evaluations.
- Work with agency leadership to monitor budgets for all funding streams.
- Participate in budgeting meetings and financial reporting, adhering to program budget.
- Adhere to contract requirements.

#### Community Partnering

- Represent agency and program in community meetings, forums, and training venues. Create and sustain community partnerships
- Contribute to and directly participate in additional support programming, as assigned.
- Participate in agency's development and community outreach activities.
- 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.

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Staff Signature

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Date

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Supervisor Signature

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Date

Adoption Rhode Island is an equal opportunity employer.