



Job Description

Title	Young Adult Support Specialist
Department / Program	Youth & Young Adult Services department / Copley Chambers program
Reports To	Youth Transition Services Program Coordinator
Exempt / Non-Exempt Status	Exempt
Full-Time / Part-Time Status	Full-time
Salaried / Hourly	Salaried
Salary Range	\$50,000-\$60,000 annually
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, diversity, and inclusion• Awareness of local, national, and global events, trends, and best practices in the agency's fields of expertise• Competence and confidence in building internal and external transparent, positive partnerships that will further the agency's mission• Effective written and verbal skills• Data-informed decision-making <p>Position-specific:</p> <ul style="list-style-type: none">• Experience in service provision of trauma-informed care, permanency practice, and educational needs of child welfare population• Knowledge of and demonstrated experience with best practices and state and federal laws related to foster care, youth permanency, homelessness and housing, mental health, education and health for at-risk populations.• Ability to assess, deliver, and evaluate direct service programming• Strong organizational, system building & strategic decision-making abilities

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. • Compliance with I-9 verification • 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

Agency Core Tenets & Collaboration

- Maintain client confidentiality and conduct self in accordance with professional and ethical standards
- 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.
- Participate in agency’s development and community outreach activities.

Service Delivery

- 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.
- Contribute to and directly participate in additional support programming, as assigned.
- 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

Adoption Rhode Island is an equal opportunity employer.