

**COMBINED
POSITION
TITLE:
PROGRAM:**

**COMMUNITY YOUTH SERVICES CASE
MANAGER & THE MOCKINGBIRD SOCIETY
REGIONAL ENGAGEMENT COORDINATOR**

Rosie's Place in partnership with
The Mockingbird Society of Seattle



FLSA CLASS:

Non-Exempt

REPORTS TO:

Program Director of Services for High Risk Youth

DIRECT REPORTS:

None

DRIVING:

Required

SPECIAL NOTE: This combined 40 hours per-week position will be split between the host agency, Community Youth Services (CYS) and The Mockingbird Society (TMS). The successful candidate will be based out of the host agency community and will travel to TMS headquarters in Seattle approximately once per month. The following job description pertains to candidate's responsibilities for CYC and TMS. Due to the nature of this position, this individual will have supervision through both CYC and TMS. The primary employer remains Community Youth Services.

ABOUT TMS: The Mockingbird Society is an advocacy organization that thinks holistically, creatively and passionately about meeting society's obligations to children and youth who need out-of-home care – those who must leave family homes that cannot or do not provide adequate care. The young people we serve often move through a variety of living situations, including foster homes, kinship care, and different manifestations of youth homelessness. Our work is to ensure that the systems of care that serve these young people provide the services that are needed, with the standard of excellence that all children deserve. Our advocacy is rooted in the direct experience and voice of young people who have experienced foster care and youth homelessness.

JOB DESCRIPTION: The CYC Case Manager for this position will assist young people ages 12-24 in meeting their needs for safety, food, clothing, shelter, emotional and intellectual growth, and self-efficacy. Duties include, but are not limited to, providing crisis intervention, advocacy, guidance, and information referral. The TMS Regional Engagement Coordinator will focus on leadership development, civic engagement and direct youth involvement in state-wide system reform. Participants create change by developing leadership and advocacy skills, and then sharing their experiences and ideas for reform and key policy makers and the public. The Regional Engagement Coordinator is responsible for all aspects of youth engagement, including recruiting, training and coordinating advocacy efforts to positively reform the child welfare and homeless systems. To do this effectively Regional Engagement Coordinator partner with agencies in their regions and participate in local community efforts aligned with the mission of TMS.

POSITION QUALIFICATIONS:

1. Bachelor's degree in social work, human services, social sciences, or related field and / or a combination of direct experience working with at-risk youth, 12-24 years old, particularly street dependent, homeless and runaway youth. Education and experience combined must equal a minimum of four years. If education is used to meet this requirement, degree/courses must be in a social science or related field. A transcript may be requested to determine if courses taken qualify.

2. One to three years of successful experience working with youth, particularly youth who have personal experience with foster care, homelessness, or the juvenile justice system, is preferred.
3. Proven ability to effectively recruit and retain participants in youth programs.
4. Proven ability to form and maintain professional partnerships.
5. Experience and success with public speaking and facilitation.
6. Excellent written and verbal communication skills.
7. Excellent organizational and time management skills; ability to successfully juggle multiple priorities and deadlines.
8. Knowledge and competency with Microsoft Office Suite, basic data entry, and social media.
9. Ability to attend evening or weekend meetings, as requested.
10. Ability to attend all annual events, meetings, and trainings, including one overnight summer conference in Seattle.
11. Understanding of the state legislative process is preferred but not required.
12. Experience with, and/or commitment to having, race equity, social justice, and LGBTQ/cultural competence be a workplace priority.
13. Valid TB test results must be completed within in the previous 12 months prior to hire, and
14. Valid Food Handler's permit.

AGENCY QUALIFICATIONS:

1. The ability to pass an extensive background check with no history of conviction or perpetration of child abuse or physical harm to another person,
2. Professional and personal conduct that maintains a personal and professional background so that criminal history remains free from unlawful conduct. Certain crimes may disqualify employees to have unrestricted access to children or vulnerable populations in accordance with Department of Social Health and Services policy and Washington State law. Professional or personal conduct that causes this clearance to be suspended or denied will result in suspension and/or termination of employment. (Pursuant to RCW 43.43.832, 43.43.832(7), 43.43.834, 43.20A.710 and WAC 388-06.),
3. A valid Washington State Driver License with a three-year good driving record. The ability to pass and maintain a clean driving records check. Professional or personal conduct that results in a restricted or denied driving status could result in termination of employment,
4. Proof of personal auto insurance levels at or above a \$100,000 combined single limit must be provided once offer of employment is accepted,
5. A sensitivity and responsiveness to the cultural differences in the organization's employment and service population,
6. Must possess, or obtain within 30 days of employment CPR/1st Aid/Bloodborne Pathogen certification, and
7. Strong interpersonal skills, including the ability to work as part of a team. (EOE).

OTHER QUALIFICATIONS:

1. Ability to perform physically; exerting 50 pounds of force occasionally and 10 pounds frequently.
2. Upon date of hire, must be able to pass a Washington State and national criminal history check.
3. Must have valid driver's license, appropriate insurance and access to a vehicle or source of transportation for regular business use throughout Washington.
4. Available to work some evenings and weekends with occasional travel.

MAJOR RESPONSIBILITIES AND RELATED TASKS**A. CYS Case Manager Direct Services**

1. Provides crisis intervention and guidance to street dependent, homeless and at-risk youth ages 12-24,
2. Informs participants of program services and behavioral expectations and maintain room milieu,
3. Engages youth to invest in making Rosie's Place a safe and healthy place for all youth,
4. Develops and provides, in conjunction with youth, workshops that enhance youth's ability to care for themselves and interact positively with the greater community,
5. Serves meals and help motivate youth to maintain the cleanliness of the facility,
6. Assists participants in accessing services that we provide directly and through referral: healthcare, mental health, chemical dependency, education, shelter, counseling, food, clothing, transportation, and emergency services,
7. Develops linkages with community agencies as a means to coordinate services,
8. Participates in the coordination of services in a multi-disciplinary team setting,
9. Provides and participates in programming activities in order to reach hard to engage homeless youth,
10. Provides services in a manner that expedite the meeting of contract requirements and program outcomes,
11. Participates in required project and agency meetings as well as trainings,
12. Maintains documentation in a timely, thorough and accurate manner,
13. Performs other appropriate tasks related to your professional role as needed. Participates in creating and maintaining a workplace that values diversity and is free of racism, sexism, homophobia, transphobia, sizism, ableism and other discriminatory practices,
14. Demonstrates teamwork and open communication, and
15. Required to carry a cell phone during all working hours.

B. TMS Regional Engagement Coordinator Program Coordination & Administration:

1. Plan and facilitate monthly chapter meetings and leadership team meetings.
2. Conduct outreach and recruitment efforts to ensure youth participation goals are met.
3. Recruit and prepare youth to attend Youth Advocacy Day and the Youth Leadership Summit.

4. Engage youth in understanding and participating in Mockingbird's year-round advocacy cycle.
5. Help youth identify systemic problems related to foster care and/or homelessness, to develop and propose solutions.
6. Help youth prepare for and facilitate public trainings on foster care and youth homelessness issues.
7. Recruit, prepare and coach youth to engage in public speaking events.
8. Assist youth in writing articles for the Mockingbird Times.
9. Connect youth with resources in their community as appropriate.
10. Collect and input accurate participant activities data.
11. Work with Director of Youth Programs, Youth Programs Manager, and other team members to develop annual goals.
12. Submit timesheets and stipend requests for Chapter Leaders and chapter members.
13. Monitor chapter budget and complete necessary financial paperwork.

C. TMS Regional Engagement Coordinator Community Collaboration

1. Maintain and grow effective collaborative relationships with other foster youth serving agencies in the region.
2. Attend host agency meetings and work collaboratively with host agency staff to ensure effective communication and programmatic alignment between TMS and host agency.
3. Solicit community speaking/outreach presentations.
4. Organize regional awareness-raising and community-building events for participants.

D. TMS Regional Engagement Supervision

1. Supervise youth during activities, ensuring positive engagement and safety.
2. Supervise youth during special events such as Youth Advocacy Day, the Youth Leadership Summit, Statewide Leadership Council meetings, and speaking events.
3. Supervise and support the work of two youth chapter leader employees who provide peer leadership to their respective chapters, facilitate chapter meetings, write articles, speak publicly, conduct trainings, and participate in quarterly Statewide Leadership Council meetings. Supervision includes quarterly reviews and goal setting for professional development.
4. Document and appropriately respond to incidents..

E. CYS Professional Development:

1. Attends required staff meetings and contribute input on program and agency issues,
2. Attend scheduled in-service training for on-going development of professional skills, and
3. Meets with supervisor on a monthly basis to review performance and SMART goals.

F. CYS Other Related Responsibilities

1. Attends relevant trainings, conferences and department/ program staff meetings,
2. Uses Agency or personal vehicle to perform agency business,
3. Maintains confidential information,

4. Participates as a flexible member of the agency team in order to accomplish the overall agency goals,
5. Follows agency policies and procedures Code of Ethics, RCW's, WAC's, and other applicable external regulations,
6. Participates in creating and maintaining a workplace that values diversity and is free of racism, sexism, heterosexism, transphobia, sizism, ableism and other discriminatory practices,
7. Manages time and other resources in a skilled manner,
8. Demonstrates professionalism and appropriate boundaries in all interactions,
9. Functions with creativity, independence and initiative,
10. Communicates effectively in both verbal and written form, and
11. Performs other work as assigned.

Employee Name (Printed)

Employee Signature / Date

Supervisor Signature / Date