



## MENDOCINO COUNTY YOUTH PROJECT

### Program Coordinator

Transition Age Youth Residential Services

**The Coordinator Position:** Full time, up to 40 hour per week. Responsible for coordinating services and miscellaneous duties in support of services provided to homeless transition age youth who participate in Mendocino County Youth Project's residential services program.

**Residential Shelter Services:** MCYP offers transitional housing/shelter services to homeless youth ages 18-24, who are victims of crime, in shared living settings. K's Place provides short-term (forty-five days) rapid re-housing and support services while Levine House offers long term (up to two years) stays. MCYP's shared living setting may also include housing of the children of homeless transition aged youth. Utilizing the Positive Youth Development approach, staff support youth in gaining the life skills necessary for successful independent living and transition to permanent housing. Residency within MCYP shelter homes includes individualized case management support offering transitional living plan assistance, life skills education, preparing for and obtaining employment, group and individual counseling, substance use treatment and referral for services, assistance with seeking medical services, and other supports as needed.

**Position Duties:** Under the direction of the Shelter Services Program Manager, the Program Coordinator will perform duties in support of the two housing sites located in Ukiah. Duties include: daily oversight / and delegation of duties to Shelter Services Support Staff, back-up coverage in absence of Support Staff including an after-hours on-call rotation, completing program reports, design program materials, update training manuals, maintain client files, oversee resident youth individual independence plans, oversee resident youth participation, coordinate program activities, monitor household care at each site, and attend community meetings as a representative of MCYP as needed. Program Coordinator must be proficient in working with individuals and families from diverse backgrounds. Attend and participate in individual supervision, program meetings, trainings and MCYP all staff meetings. Other duties as assigned.

### Requirements:

*Minimum:* High school graduate or equivalent, two years previous related human services work experience. Ability to multi-task, be detail oriented, and organized. Ability to uphold HIPAA compliance standards and professional boundaries with youth, families, agency staff and community partners. Familiarity with Microsoft Word, Microsoft Publisher, e-mail, Facebook, other social media. Able to prioritize work to meet multiple deadlines. Self-starter, able to work autonomously with minimal oversight once trained. Must have excellent communication skills, be a coachable team player demonstrating a positive outlook and ability to be solution focused in the midst of challenging work. In addition, must possess experience with de-escalation techniques and a proven ability to make sound judgements in high stress situations. The Program Coordinator must be committed to MCYP's values of

respect for others, social justice, sharing resources and mentorship, excellence in the workplace and utilization of the Positive Youth Development approach in services provided through the program.

*Preferred:* In addition to the *minimum requirements* stated above: experience coordinating program services and previous work in community-based organizations, supervision experience, completion of college courses in a related field, college degree, ability to work successfully as a member of the treatment team, and encompass passion for providing services to others.

**Compensation:**

\$19.77- 26.02 per hour DOE

**Conditions of Employment:** Successful completion of the required background check (fingerprinting, DMV). Candidate must have their own vehicle, possess a valid California Driver License, provide a DMV print out, proof of current vehicle liability insurance (100/300) and be willing to travel locally with mileage reimbursement provided at the currently approved Federal Mileage Reimbursement rate.

**Position Benefits:** The Program Coordinator is an hourly position. Blue Shield PPO health insurance for self and dependents, optional dental plan, optional AFLAC insurance, CALPERS retirement (no social security), 12 paid holidays, paid vacation and sick days (tiered, based upon FTE and employment longevity).

**To Apply:** Submit application including a of minimum three references (with contact information), current resume, and a cover letter to MCYP's Human Resource Manager in person, by mail or email to [rsmellus@mcyp.org](mailto:rsmellus@mcyp.org). The application packet / forms may be obtained from reception at MCYP, via e-mail request to [rsmellus@mcyp.org](mailto:rsmellus@mcyp.org), or online at [www.mcyp.org](http://www.mcyp.org) Please include with application packet copies of certificates, college degrees and trainings as applicable.

The application deadline will remain open until filled.

**MCYP IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Applicants may obtain a copy of our EEO Policy on request.

*Our mission is to empower, guide counsel and support children, youth, young adults and families from Mendocino County's many diverse communities to make healthy life choices, maximize potential and become productive citizens.*

*Mendocino County Youth Project, the Youth Project, is located at 776 S. State St., Suite 107, Ukiah CA. 95482. We may be reached at (707) 463-4915. For more information please visit [www.mcyp.org](http://www.mcyp.org)*