



MENDOCINO COUNTY YOUTH PROJECT

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www.mcyp.org



PROGRAM COORDINATOR MENDOCINO SUPERVISED VISITATION PROGRAM

Location: Ukiah

Reports to: Supervised Visitation Program Director

The Position: This is a full time 35 hour per week non-exempt position responsible for providing coordinator services for the Supervised Visitation Program. The position is based in Ukiah. The coordinator will perform the following duties: daily oversight of program activities, delegation of duties, working closely with the Mendocino County Superior Court representatives, conducting intake and assessments of referred families, review and approve supervised visitation reports written by staff, maintain program files, providing supervised visitation services as needed and provide general program support, complete program activity reports, create and revise program forms, update program training manuals, back up to direct service staff including after hours as needed.

DUTIES AND RESPONSIBILITIES:

- Provide general program support
- Daily oversight of program activities with delegation of duties as needed
- Direct collaboration with the Mendocino County Superior Court representatives
- Conduct intake and assessments of referred families
- Review and approve supervised visitation reports written by Direct Service Staff
- Maintain program & client files
- Provide direct supervised visitation services as needed in absence of Direct Service Staff
- Complete program activity reports
- Create and maintain program forms
- Update and maintain program training manual
- Back up support to Direct Service Staff including after hours as needed
- Other duties as assigned

REQUIREMENTS:

Minimum:

- High School graduate or equivalent
- Previous related human services experience
- Ability to multi-task, detail oriented and organized
- Maintain confidentiality and appropriate boundaries with program clients, agency staff and community
- Basic computer skills including word processing and database skills
- Familiarity with Microsoft Word 2010, Microsoft Publisher, Outlook, Facebook and other social media platforms
- Ability to work autonomously to set priorities and meet required deadlines
- Team player able to work closely with team members bringing cohesion and motivation to the team
- Personal qualities of integrity, credibility, and commitment to the mission of the Youth Project

Preferred:

- Fluency in Spanish
- Professional Supervised Visitation Provider Certification
- College degree
- Previous work experience in a community services agency.
- Knowledge of file management
- Requires attention to detail and timeliness in note keeping
- Able to work with individuals and families from diverse family backgrounds

The Program: Mendocino Supervised Visitation Program supports families to reduce the impact of separation and divorce on children. The program provides Professional Supervised Visitation Services for families referred by Mendocino County Superior Courts. Families are referred to receive services most often due to concerns about child abuse, substance use, mental illness, elevated risk of parental abduction of a child and reintroduction due to prolonged parental absence. Services are provided consistent with state guidelines for supervised visitation/safe/neutral exchange programs.

The Agency: The Youth Project's 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. The agency has been providing services throughout Mendocino county since 1974. Current programs include the Youth Action Program that partners with school districts, the county and community agencies to bring prevention education and early intervention services to youth, youth driven prevention activities, and 24/7 crisis response with emergency respite for youth at risk of runaway homelessness. The Counseling Services program offers therapeutic mental health treatment including specialized services to victims of crime. Counseling services are provided at agency sites as well as in schools, Juvenile Hall and in the community. The Transition Aged Youth Services program provides temporary and long-term housing to homeless youth who are victims of crime; residents are offered counseling services, and life skills case management with an end goal of transitioning to permanent housing. The Mendocino Supervised Visitation program offers safe connections between children and non-custodial parents during court involved custody proceedings. The agency encompasses a non-profit affiliate, Mendocino Family & Youth Services, which supports the Youth Project's positive youth development special activities.

Conditions of Employment: Successful candidate must submit post offer, reference and personal background check (includes fingerprinting and DMV check). Candidate must have own car, possess a valid California driver's license, provide a DMV print out, proof of current automobile liability insurance (\$100,000/\$300,000) and be willing to do some local travel (reimbursed mileage).

Rate of pay: Coordinator: \$19.77-\$26.02 per hour, DOE

Benefits:

- Health insurance plan (Blue Shield PPO) for self and dependents
- Optional dental plan
- Optional AFLAC insurance
- CALPERS retirement (no social security)
- 12 paid holidays
- 18 days paid vacation
- 12 days paid sick leave

Application Deadline: Open until filled

TO APPLY: Please submit ALL of the following documents to Human Resources Manager at the address above or email to rsmellus@mcyp.org Application forms may be obtained by e-mail, or online at www.mcyp.org

1. MCYP employment application
2. Cover letter indicating why you are applying for this position
3. Resume
4. Certificate or degree (if applicable)

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 status, veteran status, sexual orientation, or any other legally protected status. Applicants may obtain a copy of our EEO Policy upon request.