Position: Transitional Facilitator (Full-time & Part-time position)

Status: This opening is for an hourly staff. The number of hours worked is dependent upon the number of referrals received, but most likely would not exceed 20 hours per week. The preferred hours of work are afternoon and evenings, Monday through Friday.

Job Description: Assists youth and families in developing a plan to meet their independent living goals. This would include an emphasis on individual and family transition, planning, and facilitation of services.

SUPERVISED BY: Program Director

QUALIFICATIONS:

- Bachelor's Degree from accredited college or university. Experience and/or formal accreditation programs can be substituted for formal education.
- Demonstrates skills critical to successful case management including interdisciplinary collaboration, crisis management, and conferencing skills.
- Must be familiar with helping youth and families with mental health adjustment, symptom resolution and behavioral problems.
- Strong case management skills, including designing and conducting individual trainings.
- Must have proven organization, time management and team partnership skills.
- Knowledge of community resources is required
- Ability to support and implement Matthews House rules and procedures with hard to manage client populations.
- Ability to respond to safety and emergency situations.
- Must be able to drive and have a clean driving record.
- Must pass a FBI fingerprint screening.
- First Aid and CPR certification required.
- Skilled in using word processing, database and presentation software.

RESPONSIBILITIES:
The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Conducts client orientation when appropriate.
- Manages a caseload of assigned clients.
- Assists Program Director in the development of an Individualized Case Plan, which ensures that necessary transition services are provided to clients.
- Evaluates the goals and objectives for individualized transition plans.
- Coordinates services that are involved in the case plan to ensure continuity of care.
- Problem solve with client in order to push through barriers and make advances in the treatment and/or case plan.
- Accompanies clients to appointments, hearings and other necessary meetings when appropriate.
- Maintains individual contact with each client weekly.
- Provides guidance and support to mentors of clients in caseload.
- Designs, plans, implements and/or coordinates activities related to each client’s goals that provide intermediary outcomes, which lead to a positive final outcome for each client.
- Demonstrates an ability to utilize a variety of approaches to establish and maintain a relationship with the client.
- Adjusts level of emotional involvement according to the needs and tolerance of the client.
- Collaborates with educational professionals/service agency providers in coordinating a variety of assessment methods/procedures (including vocational assessments (i.e. Voc-Rehab), independent living skills evaluations (i.e. Chafee), classroom and job sampling observations (i.e. job shadowing, internships, apprenticeships), and academic functioning levels) in the development of the transition plan.
- Works in coordination, and may serve as a liaison with other community resources to meet the client’s need for: financial assistance, housing, medical care, substance abuse intervention, family support, employment/skills training opportunities, life-skills training, transportation, pro-social/recreational programs, etc.
- Facilitates referrals to other agencies.
- Documents all services provided for contract compliance as well as statistical, financial and/or reporting purposes.
- Assures all services provided are within the Matthews House guidelines and philosophies.
- Takes all necessary and reasonable precautions to protect clients, equipment, materials, and facilities.
• Models non-discriminatory practices in all activities.
• Complies with and supports suggestions and policies set by the Program Director.

**Specific Responsibilities:**

• Complete client reports and submit to the Program Director.
• Actively participate in weekly supervision with the Program Director individually or in group supervision.
• Maintain, in a confidential manner, complete and accurate client files.
• Perform other duties as assigned.

**SPECIAL REQUIREMENTS**

Candidate must possess the leadership qualities and personal characteristics necessary for working effectively with at-risk youth and young adults involved in the juvenile justice system and families at risk of child welfare involvement. Must be able to provide own transportation to agency-related functions, community agencies, and Human Service offices throughout the county. Frequent operation of office equipment is required. Candidate must possess good moral character.