Communities in Schools Youth Services Coordinator

Department: Student and Outreach Services
FLSA Status: Exempt
Grade/Level: Admin/Prof Classification I-F

Job Status: Full Time
Reports To: Associate Dean of Outreach Services
Amount of Travel Required: As needed
Positions Supervised: None
Contract Length: 10.5 months

PURPOSE
The Communities in Schools (CIS) Youth Services Coordinator is responsible for providing counseling/supportive guidance, health services, academic enhancement, career guidance, and enrichment activities to at-risk students as outlined in the CIS contractual Statement of Work. The Youth Services Coordinator works extensively and cooperatively with the administrators and faculty of the public schools in the college service area to increase parental involvement and act as an advocate for the student and their family. As ambassadors of the college, the Coordinator is responsible for the positive representation of the college on the public school campus, and in the students’ homes, in the community, etc. The CIS Youth Services Coordinator is responsible for coordinating activities and social services for the students and their families to ensure that each student is offered: 1) a personal, one-on-one relationship with an adult who cares, 2) a safe place to learn and grow, 3) a healthy start and a healthy future, 4) marketable skills to use upon graduation; and 5) a chance to give back to the community.

Major Responsibilities:
- Establish rapport and strong communication with CIS students.
- Serve as a liaison between the school, CIS, and Northeast Texas Community College.
- Exhibit skills in working with socially and economically disadvantaged youth and their families.
- Serve as a liaison between parents of CIS students and the CIS staff and agency service providers.
- Establish rapport with the students and their families by making frequent home visits and keeping in close contact with the student’s parent/guardian throughout the school year.
- Use the case management approach in identifying or developing services to meet each student’s unique needs.
- Provide assessment services to students to set up a service plan or a plan of intervention that deals with the specific need(s) of each individual.
- Develop a schedule for conducting individual and group counseling/supportive guidance with students and their families.
- Assist in the development of parent programs to encourage parental involvement.
- Prepare employability plans for CIS students.
- Provide pre-employment skills training and development programs for participants.
- Provide job referrals for CIS students.
- Plan and implement enrichment activities that expand the students’ experiences and provide social enhancement.
- Secure transportation for CIS students on an as needed basis, for CIS approved activities, functions, and programs.
- Provide referrals for students to participate in various public assistance programs including WIC, TANF, Food Stamps, and Sight for Students, and Medicaid.
- Complete required paperwork for student files, and project documentation using a program-specific computer generated case management system.
- Develop and implement a budget for both the regular school year and the summer program.
- Complete full and summer Campus Plans for the CIS local and state offices to provide information about the planned services and activities to ensure all six components are addressed and meet minimum requirements.
- Coordinate with school administrators, school counselors, and community leaders to research and develop resources to meet the needs of the student and their families.
• Develop strong community involvement by joining civic and/or professional organizations within the community to network with other professionals and represent CIS.
• Serve as guest speaker for various community, church, and civic groups to inform the public about CIS and the need for resources.
• Recruit and train volunteers and mentors to work with CIS students and families.
• Participate in and implement fund raising efforts in their community to benefit CIS.
• Work in partnership with agencies such as: WIA, Upward Bound, YOU, Americorp, and 21st Century to assist in recruitment of qualified students and follow up on progress.
• Must be certified by CIS of Texas as a CIS of Texas Master Trainer.
• Provide annual training to all CIS staff on Campus Implementation Requirements and Campus Service Delivery Planning.
• Provide ongoing training to CIS Youth Services Coordinators on case management process, data collection and data entry into CISTMS (State data collection application).
• Develop training curriculum for use by CIS of Texas Master Trainers.
• Attend required annual training workshop for CIS of Texas Master Trainers
• Complete other duties as assigned by the Program Director.

POSITION CHARACTERISTICS:

This position requires the following:

• Knowledge of the principles of and concepts for working with economically disadvantaged and/or dysfunctional families within the community, the school and home.
• Knowledge of the case management system in order to track the students and maintain the files and paperwork required by state and local CIS offices.
• Excellent interpersonal skills to facilitate the assessment and intervention phases whether it is through supportive guidance/counseling or through referrals to outside agencies.
• Ability to build rapport with the students, families, school personnel, and social service agencies and to coordinate each of these relationships in order to ensure the student receives the appropriate support in order to graduate.
• Due to the unique needs of each student, the Coordinator must be able to meet unusual demands with creativity and originality, using high levels of reasoning, decision-making, and problem solving.
• Possess extremely high levels of initiative, flexibility, and planning skills, and to perform their duties with limited supervision from the Program Director.
• During crisis intervention, the job requires that the Coordinator be able to make quick decisions that remain within the guidelines set up by the local and state CIS offices as well as the local school, and that these decisions maintain the best interest of the child while maintaining appropriate client confidentiality.
• Solely responsible for the way CIS and Northeast Texas Community College is represented on the school campus.
• Through staff development, program implementation, and performance on the school campus, the Coordinator has a major influence on the effectiveness of the CIS program at the school.
• Highly developed interactive skills are required as the Coordinator interacts daily to motivate, persuade, and negotiate for, and on the behalf of, the child.

QUALIFICATIONS:

• Bachelor’s degree preferred within one of the following areas: social work, education, sociology, psychology, counseling, human relations, or related field.
• Experience working with children and adolescents required.
• Bilingual (Spanish/English) applicants will be given special consideration for certain assignments, based on population demographics.
Also required:
- Strong interpersonal skills and ability to collaborate with diverse individuals, families, groups, and organizations.
- A high degree of initiative, creativity, and flexibility to optimize the implementation and continuation of the program.
- Ability to maintain student files on the computer and on paper.
- Must have physical capacity to plan and partake in student field trips.
- Must appreciate all children and maintain a desire to help those in need of assistance.

SIGNATURES:

_________________________________________  _____________________________
CIS Youth Services Coordinator                               Date

_________________________________________  _____________________________
Associate Dean of Outreach Services/CIS Ex.Dir.                               Date

_________________________________________  _____________________________
Vice President for Student and Outreach Services                               Date

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President                               Date

Job description developed: 2009
Reviewed: June 28, 2010, by Diana Hall; April 2014; May 2014
Revised:                           Prepared by: