

TRI-COUNTY INDEPENDENT LIVING, INC
POSITION DESCRIPTION
YOUTH COORDINATOR

As a federally-funded Independent Living Center, TCIL is mandated to be comprised primarily of people with disabilities. This mandate requires that at least 51% of the staff and Board of Directors be people with disabilities.

TCIL Philosophy: Individuals with disabilities are best able to determine their own needs and make their own service choices. Through role modeling and peer counseling, they become empowered to make changes in their lives becoming more self-sufficient and self-reliant.

Line of Authority/Supervision: Executive Director

Status: Full-Time, 40 hours/wk; Non-Exempt; may include monthly and occasional evenings and weekends

Benefits: Medical, dental, paid holidays, vacation; Sick leave

SUMMARY OF YOUTH COORDINATOR POSITION:

The Youth Coordinator recruits, educates, empowers and serves youth with disabilities regarding disability-related issues, resources, advocacy, peer support and transitioning into adulthood. The Youth Coordinator is responsible for developing and implementing youth programs and services, youth outreach activities and events, delivering independent living services to youth by performing needs assessments and supporting clients to develop and implement Independent Living Plans, conducting public education regarding disability issues, independent living services and TCIL, and for promoting TCIL to the community.

The Youth Coordinator also recruits, trains and manages volunteers. Serves the cross-disability community in Humboldt, Del Norte and Trinity counties including serving un-served, underserved or under-represented people in the disability community such as: Deaf/Hard of Hearing, those with cognitive or visual disabilities, Native-American, Asian-American, Latino, LGBTQI and residents of inland areas.

Essential Duties and Responsibilities:

1. Develop, lead and administer TCIL youth education programs and youth Peer Support Groups.

2. Coordinate and collaborate with other staff members, teachers, parents, advocates, community members, community organizations and agencies to 1) offer comprehensive, individualized services to youth with disabilities and 2) educate, encourage and empower youth with disabilities to engage in services, programs and events for youth with disabilities, including, but not limited to, those related to disability issues and rights, self-advocacy and peer support.
3. Assist youth clients in creating and implementing Transition Plans (when appropriate); help clients identify and access resources to live on their own as they transition into adulthood; promote and support client choice re: transitioning into institutions of higher learning, the local work force or other options of their choice.
4. Develop leadership skills for youth, identify issues that impede independence for youth in the community, organize youth to take corrective action, develop mentoring, volunteer and self-advocacy skills to create social change; promote youth participation in leadership skill training through group, community and statewide venues.
5. Plan and assist in organizing events that are youth-led and youth-driven, such as summits, community forums, training and leadership events.
6. Lead and administer TCIL Peer Mentor Program for youth investigating transitioning into college.
7. In addition to serving all youth with disabilities, focus on serving un-served, underserved or under-represented youth disability community members: with hearing, cognitive or visual disabilities or who are Native-American, Asian-American, Latino, LGBTQI, Black and residents of inland areas.
8. Develop, implement youth outreach strategies and design and produce youth outreach events, activities, workshops, materials and participate in youth oriented-informational fairs and community events to 1) educate community about disability-related issues and rights and about TCIL services 2) promote TCIL to the community 3) offer social and recreational opportunities for youth with disabilities.
9. Conduct client intake and service needs assessment. Provide core services: information & referral, peer support, independent living skills

training, transitions, personal assistant referral services and individual and systems advocacy.

10. Help clients develop Independent Living Plans and goals and services to support achieving those goals. Provide other direct client services including (but not limited to) mentoring, teaching core skills and self-advocacy.
11. Monitor and follow up with clients' progress. regularly update client service records and case notes; maintain agency record keeping systems, prepare periodic statistical reports. Collect required demographic information from callers and clients.
12. Identify, recruit, and develop volunteers and volunteer opportunities and projects within TCIL, and the disability community; acknowledge volunteers and encourage youth volunteerism.
13. Participate in trainings, agency meetings, events, presentations, fund-raisers, etc.
14. Other duties as assigned. TCIL is a very small agency and requires all staff to be flexible, willing and available to do all tasks requested, whether identified in the position description as an essential duty or responsibility or not.
15. Perform all duties in accordance with agency's policies and procedures.

This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. TCIL has the right to revise this job description at any time. The job description is not a contract for employment.

Performance Standards

1. Effectively and timely performs functions and responsibilities with attention to detail, appropriateness, and accuracy.
2. Meets deadlines and commitments.
3. Prioritizes and accomplishes multiple tasks within time constraints.
4. Demonstrates initiative and creativity to anticipate and solve problems.

5. Complies with TCIL policies and procedures.
6. Demonstrates effective working relationships with others.
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QUALIFICATIONS AND EXPERIENCE REQUIRED:

1. High School Diploma or GED.
2. Minimum one year experience in community organizing, human services or working with youth. Associate or Bachelor degree in related field may be substituted for some experience.
3. Demonstrated knowledge of community resources, support services and referral systems for people with disabilities.
4. Possess excellent relationship-building skills.
5. Effective, skillful communication (written & verbal) and ability to listen well and convey information clearly with a broad range of people from diverse backgrounds, including ability to respond with patience, respect, objectivity and nonjudgmental attitude.
6. Skilled in time management; superior organizational and problem-solving skills, ability to work well independently.
7. Must be able to perform each essential duty satisfactorily.
8. Strong organizational, judgment, critical thinking and reasoning abilities and ability to develop advocacy strategies broken into manageable steps.
9. Proficient in Microsoft Word, Excel, computer, database management, internet, e-mail, social media, ability to learn new programs.
10. Fluent in written and spoken English; able to communicate effectively in English.
11. Possess a positive, cooperative, flexible attitude; accept new challenges positively, promote harmonious and collaborative

working relationships, participate fully as a member of the working team and conduct oneself in a professional manner, demonstrate respect for clients' rights and choices and maintain strict adherence to the independent living philosophy.

12. Skilled in public speaking and demonstrating effective teaching skills.

DESIRED QUALIFICATIONS:

1. Young adult with personal experience with disability and with knowledge about issues related to disability
2. Experience working with students, youth and/or adults with disabilities to achieve employment, independent living, and/or maximum self-reliance
3. Experience in social services, outreach, volunteer program management and/or volunteering
4. Bilingual in English/ASL or English/Spanish
5. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects
6. Knowledge of basic Social Security, Housing, Transportation, Medical and other benefits including SSI/SSDI; transition issues and barriers, ADA, Rehabilitation Act, Fair Housing Act and other disability law issues regarding rights, access, employment, discrimination, etc.

Licensing/Certification:

Preferred possession of valid California Driver's License. If licensed, must meet Agency Insurer's qualifications for insurance coverage.

A background check is required for all positions with TCIL as a condition of employment and may include fingerprinting.

Essential Physical Requirements:

To adequately perform, with or without reasonable accommodation, the duties and responsibilities of this job, must be able to:

1. Sit for up to 8 hours/day with reasonable breaks
2. Perform light filing tasks
3. Perform with manual dexterity; lift (occasionally up to 30 pounds),
4. Drive a vehicle and travel independently within the TCIL service area
5. Maintain emotional balance in the presence of stress. The emotional effort varies but can be challenging. The job entails interacting with persons with a variety of disabilities and a variety of communication and behavior styles. Some clients are facing crisis situations.

All positions subject to funding availability. Employment at TCIL is for no definite period of time and can be terminated with or without cause and with or without notice at any time and by either party. Tri-County Independent Living, Inc. is an equal opportunity employer. All persons having a disability, having personal experience with disability or committed to disability issues are highly encouraged to apply. Reasonable accommodations are provided upon request.

I have received a copy of my position description and I understand that I can ask questions of my supervisor regarding this document.

Approval by: _____
Board of Directors Secretary

Date Approved

Date Effective

I have received a copy of my position description and I understand that I can ask questions of my supervisor regarding this document.

Employee

Date