Job Description

Position Title: Outreach Coordinator
Employment Classification: Full-time; Hourly; Non-Exempt

Reports to: Program Supervisor
Department: Program

Program Summary: The Orangewood Resource Center (ORC) offers an environment for homeless Transitional Age Youth & current and former foster youth to access resources and staff to receive assistance.

Position Summary: The Outreach Coordinator will provide assistance and life skills instruction to homeless Transitional Age Youth & current and former foster youth who visit the ORC. Outreach Coordinators provide case management services to all youth willing to engage.

Major Areas of Responsibility:
- Provide an orientation of the ORC for new youth, staff, volunteers and others as appropriate
- Conduct assessments for, and assist youth with, resources (i.e. employment, education, housing, child care, health care, mail, laundry, etc.)
- Provide crises intervention and link youth to appropriate support services
- Maintain and distribute ORC resource materials (job board, housing options, hygiene items, meals, groceries, school supplies, emergency clothing, etc.)
- Oversee client activities while in the ORC and enforce ORC policies and rules
- Enter youth information into the database daily
- Provide outreach services to locate homeless youth and link them with ORC drop-in center and other services
- Provide information and referral for youth services such as shelters, medical & mental health treatment, public assistance and other applicable services
- Be comfortable working with TAY who present with mental health, behavioral health or substance use issues
- Linking youth to Orangewood Support Services and community resources
- Provide one-on-one case management to youth on an as-needed basis
- Keep ORC and kitchen organized, clean and in good repair
- Other duties as assigned by the ORC Lead Coordinator or Program Supervisor

Updated 3/16/2017
**Knowledge, Skill and Experience Requirements:**

- Bachelor’s Degree in Sociology, Psychology, Social Work, Human Services, or related field required
- Two + years’ experience in the human services field
- One to two years’ experience working with homeless Transitional Age Youth & current and former foster youth
- Demonstrate a basic understanding of child abuse, mental health issues and homelessness
- Proficient in Microsoft Office applications: Outlook, Word, and Access. Data entry knowledge and experience preferred
- Strong written and oral communication skills
- Comfortable presenting oneself in community settings & representing Orangewood Foundation
- Must be a minimum of twenty-one years old
- Possess a valid California driver’s license and proof of automobile insurance. Position requires DMV clearance
- Pass a background check
- Bilingual English/Spanish preferred

**Essential Qualities:**

- Understanding of and passion for the Foundation’s mission, vision, values
- Enjoys working directly with Transitional Age Youth, volunteers, community partners, etc.
- Approach projects, activities, and other job functions with Flexibility and a Positive Attitude
- Must be a team player

**Working Environment/Physical Requirements:** Position requires use of personal vehicle to transport youth. Physical requirements include standing, sitting, typing, bending and lifting up to approximately 50 lbs (i.e. tables, chairs, food, water, etc.)

Modification to work schedule may be made based on need of the Foundation.

*Orangewood Foundation is an Equal Opportunity Employer.*