



Job Description

Position Title:	Youth Support Specialist (YSS)
Employment Classification:	Hourly; Non-Exempt
Reports to:	Director and/or designee
Department:	Program
Program Summary:	Youth Support Services serves as a strategy to help youth transition from adolescence to adulthood.
Position Summary:	YSS provides one-on-one engagement, assessment, instruction, guidance, and support to youth (typically ages 16 to 24). YSS will assist and coordinate support services, to meet the needs of youth including but not limited to mentors, scholarships, grants, referrals, workshops and events, mental health, physical health, housing, and education.

Major Areas of Responsibility:

- Provide outreach services to engage youth in Orangewood Foundation's services
- Provide orientations and training for youth, staff, volunteers, mentors, and others
- Complete initial and on-going assessment of youth for eligibility and needs in order to set goals and action plans
- Serve assigned caseload of youth to teach hands-on-life skills development
- Regularly meet with youth to support progress toward goals and action plans
- Independently make significant case plan decisions regarding assigned youth
- Provide crisis intervention and link youth to appropriate crisis services
- Connect youth to Orangewood and community services such as shelters, medical & mental health treatment, public assistance, and other applicable services
- Significant leadership and decision making responsibility is required to monitor youth before, during, and after workshops, events, and activities
- Conduct outreach to organizations (colleges, universities, and businesses) and personnel interested and able to assist youth
- Present scholarships, grants, and mentoring to youth, caregivers, social workers, school personnel, etc.
- Facilitate matching and on-going interactions between mentors and youth
- Maintain and distribute resource materials
- Oversee youth activities while in the resources center and enforce resource center policies and rules
- Keep resources center and kitchen organized, clean and in good repair
- Maintain contact with stakeholders such as social workers, caregivers, school personnel, etc.
- Update and maintain youth information system to track notes, goal progress, etc.
- Provide outstanding customer service
- Other duties as assigned by direct supervisor and management

Knowledge, Skill and Experience Requirements:

- Must be a minimum of twenty-one years old
- Pass a background check and DMV clearance
- Possess a valid California driver's license and proof of automobile insurance.
- Bachelor's Degree in Human Services, Sociology, Social Work, Education, Psychology, or related field required
- Preferred one year experience in the human services field, higher education, working with homeless transitional age youth, current and former foster youth, counseling, or relevant experience
- Demonstrate a basic understanding and be comfortable working with youth who present with, substance use, mental and behavioral health, and/or are homeless
- Possess knowledge and understanding of higher education, financial aid, scholarship and grants
- Be comfortable with and understand adolescent & child abuse issues
- Strong written and oral communication skills
- Must be able to do public speaking and be comfortable speaking on the phone, presenting oneself in professional and community settings
- Demonstrate strong, independent project management skills
- Ability to multi-task, be detailed oriented, independently make significant decisions, and be a self-starter
- Proficient in Microsoft Office applications; Outlook, Word, Excel, Power Point, and Access
- Bilingual speaking proficiency in English and Vietnamese and a county threshold language preferred

Essential Qualities:

- Understanding of and passion for the Orangewood Foundation's mission and vision
- Exemplifies organizational core values of trust, respect, and compassion
- Demonstrates operating principles of communication and teamwork
- Displays the essential attitudes by approaching projects, activities and other job functions with flexibility and a positive attitude
- Displays ethical decision making ability and confidentiality
- Models leadership and professionalism
- Ability to multi-task and maintain organization
- Must be detail-oriented team player with the ability to self-start
- Enjoys working with youth, young adults, volunteers, community partners, etc.

Working Environment/Physical Requirements:

Position requires use of personal vehicle to transport youth and occasional driving to meetings, workshops, events, etc. 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.