



TRANSITIONAL AGED-YOUTH SPECIALIST, PROMISING PATHWAYS

Women's Center-Youth & Family Services (WCYFS) is a safe haven and a place of healing for some of the most vulnerable populations in our communities. As San Joaquin County's primary provider of free and confidential services and shelter specifically designed to meet the needs of victims of domestic violence, sexual assault and human trafficking, in addition to those for homeless and runaway youth, our mission is to build a stronger community by fostering the strengths in individuals and by acting as a catalyst to end violence and youth homelessness. Through our programs and services, we are saving lives, helping victims heal, strengthening families and restoring hope.

Join our team today and be part of building a safer community.

Position Description:

The Transitional Aged-Youth (TAY) Specialist is a fulltime, non-exempt position that utilizes the Transition to Independence Process (TIP) to provide a strengths-based mentoring approach to transitional aged youth (TAY) – those who are between the ages of 16 and 24 years old – that are experiencing educational, social, emotional, and life-skills challenges. This position is primarily responsible for engaging youth and developing the skills and qualities needed to increase self-sustainability and independence. The TAY Specialist works in collaboration with the Promising Pathways team and reports directly to the Program Manager.

Responsibilities:

Leadership – 10%

- Provides leadership to WCYFS by demonstrating the qualities transitional aged youth need to successfully transition to independence with internal/external stakeholders; this may include but is not limited to, role modeling transition-to-independence process (TIP) core practices, facilitating conversations, etc.
- Provides leadership to ensure relevance of programs and services offered to youth, including but not limited to, familiarizing self with basic youth culture, researching trends, understanding technology/social media and other phenomena, etc.

Community Engagement, Education & Outreach – 20%

- **Represent agency and TAY-specific audience at internal/external events**, including but not limited to, those pertaining to program partnerships, private foundations, local or state government, or individual donors.
- **Provide educational presentations to a variety of community-based organizations and partners**, including but not limited to, program partnerships, private foundations, local or state government, or individual donors.
- **Represent program and agency at a variety of internal/external outreach events**, including but not limited to, interacting with partners and community



members, engaging youth, describing program services, maintaining sign-in sheets, etc.

- **Communicate impact and outcomes of outreach events** to team, including but not limited to, the number of referrals, new opportunities, gaps in service, community needs, etc.
- **Participate in developing and distributing awareness materials**, including but not limited to, brochures, flyers, program-specific merchandise, referral forms, etc.

Direct Service – 60%

- **Engage prospective clients in an effort to link them to TAY services**, including but not limited to, following up with prospective clients after outreach events, responding to inquiries and providing program information, facilitating tours, coordinating concrete service delivery, facilitating introductions with team members, etc.
- **Engage clients in maintaining services to increase self-sustainability**, including but not limited to, contacting client to remind them of upcoming appointments, easing the facilitation of difficult situations, implementation of case plans and execution of tasks, development of activities, participation in and encouragement to join youth focused groups, conducting home visits, etc.
- **Engage key players in a youth's life**, including but not limited to, family members, school personnel, social workers, etc.
- Support peer-mentor to **ensure that exited and graduated clients are aware of internal/external opportunities**, including but not limited to, Youth Advisory Committee, intern and/or employment opportunities, community events, etc.
- **Participate in youth- and TAY-specific events and/or groups** to facilitate conversations, demonstrate positive behaviors, role model social skills and etiquette, build rapport with youth, etc.
- **Attend trainings and demonstrate knowledge** specific to program requirements; trainings and knowledge may include, but is not limited to, Star Academy Transition to Independence Process (TIP), TIP Core Competencies, TIP language, TIP Fidelity Probes and Process, trauma-informed services, risk and protective factors, etc.
- **Maintain accurate documentation and timeliness of client files**, including but not limited to, ensuring documentation is clear and specific, including justifications for the implementation of plans and execution of activities, etc.

Administrative – 10%

- Provides documentation and performs administrative tasks, as necessary, to support both program operations and role responsibilities.

Job Qualifications:

- Must support WCYFS mission and be dedicated to eliminating domestic violence, sexual assault, human trafficking and youth homelessness, in addition to supporting the fundamental values of both feminism and the social work



profession, including worth, dignity, and uniqueness of all persons as well as their rights and opportunities.

- Associates Degree in a relevant field of study and/or two years experience; Bachelor's Degree preferred.
- Ability to productively work both autonomously and as a team member.
- Conveys verbal, written and oral communication in a clear manner.
- Meets basic computer skills.
- Experience with and/or willingness to learn a variety of online applications and databases, such as Microstoft Office, Office 365, and internal- and external-agency databases related to programs and clients.
- Ability to effectively communicate and work with key stakeholders, including but not limited to, government partners, community and individual supporters, executive leadership and Board of Directors.
- Ability to work effectively with individuals from diverse backgrounds and cultures, and awareness of and sensitivity to the cultures repressed in San Joaquin County.
- Ability to lift supplies up to 25 lbs. to waist height.
- Must be able to ascend and descend up to three flights of stairs throughout the course of a normal workday.
- Fingerprint clearance required.
- Reliable transportation, valid California Driver's License, and proof of insurance.

About Employer:

WCYFS is an equal opportunity employer and hires and promotes employees regardless of race, color, religion, national origin or ancestry, age, gender, sexual orientation, marital status, medical condition or physical handicap or any other characteristic protected by applicable federal, state or local law. WCYFS strives to be culturally competent, responding respectfully and effectively to people of all cultures, classes, races, ethnic backgrounds and religions in a manner that recognizes, affirms and values the cultural differences and similarities and the worth of individuals, families, and communities and protects and preserves the dignity of each person.

Additionally, WCYFS is an at-will employer. Employees, as well as the agency itself, are free to terminate employment status at any time, with or without reason. Although WCYFS may choose to terminate employment for cause, cause is not required.

WCYFS is a highly established nonprofit organization funded by a variety of federal, state and local government agencies, foundation grants and individual supporters. The continuation of programs, and therefore employment positions, may be contingent upon continued receipt of these or alternative funding sources.

Position Summary:

Title: Transitional Aged Specialist, Promising Pathways
Department: Promising Pathways
Status: Non-Exempt, Hourly



Reports to: Program Manager, Promising Pathways
Rate:

Employee: _____ Date: _____

Supervisor: _____ Date: _____