



Job Description
SAFE Passage Program Coordinator

Job Title: SAFE Passage Program Coordinator
Reports To: Executive Director
Those Reporting To: SAFE Passage program personnel, including , but not limited to:
Residential Case Managers, Lead Relief Staff and Relief Staff.

Summary

The SAFE Passage Program Coordinator is the manager for runaway and homeless youth transitional living services at SAFE Haven of Racine, Inc., and as such, oversees all transitional living program policies and procedures.

Essential Duties and Responsibilities

Essential duties and responsibilities include the following. Other duties may be assigned.

Program Coordination

Plan, development, implementation and evaluate transitional living services for runaway and homeless youth in compliance with federal Runaway and Homeless Youth Program Transitional Living Compliance Standards and other funding source requirements.

Assure adequate staffing for all shifts.

Create and maintain a healthful atmosphere within the facility conducive to congenial group living.

Monitor the use of the facility, assuring proper security, use of property by appropriate persons, and general property control.

Assure inventory and purchase of food and all other household items relevant to facility operation.

Provide supervision and continued training of volunteers and new staff as directed.

Assist the Executive Director in researching and writing grants for the program.

Service Delivery

Complete intake process with clients according to established federal and other guidelines, and make appropriate contact with and/or referrals to other agencies.

Provide supervision of clients and coordination of their activities, including assignment of household chores, meal preparation, recreation, etc.

Enforce program rules, consequences and privileges.

Verify that a health assessment, completed by a Registered Nurse, has been scheduled within 24 hours of each resident's admission.

Conduct individual, group and family case management sessions.

Be available as a source of support for clients throughout assigned shifts.

Data Collection and Reporting

Collect all required data for and submit all required reports. (Federal Runaway and Homeless Youth Program, including Runaway and Homeless Youth Management Information System, Wisconsin Association for Homeless and Runaway Services, Housing and Urban Development, WISP, etc.)

Attend monthly management meetings, submitting written report including updates on personnel, outreach activities and service delivery, including all required outcome data.

Other Duties

Respond to telephone calls as needed.

Continue professional growth through independent study and attendance at training sessions and workshops.

Other duties, as time permits, at the discretion of the Executive Director.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School graduate or equivalent, Bachelors Degree in human service related field required.

Masters degree in human service (or work towards same) strongly preferred.

Prior agency experience very strongly preferred.

Experience in youth or family work preferred.

Supervisory experience preferred.

Language Skills

Very good oral and written communication skills, including excellent active listening skills.

Must be able to read, write and speak English fluently.

Bilingual Spanish language abilities preferred.

Computer Skills

Must possess basic computer skills, including word processing (Microsoft Word), databases (Microsoft Access) and Internet communications.

Prior experience in RHY MIS and WISP strongly preferred.

Other

Must be at least 18 years of age.

Empathy for people who are often in difficult circumstances.

Excellent problem solving skills and mature judgment.

Highly organized and capable of managing several tasks at one time.

An understanding of the significance of confidentiality and agreement to maintain this policy in all areas of agency work.

Have a valid driver's license.

Successfully complete a Wisconsin Department of Transportation Vehicle/Driver Record Information Request MV2896.

Maintain a minimum of \$100,000 automotive liability insurance, and submit documentation of same.

Successful completion of a State of Wisconsin HFS 64 background information disclosure form and Department of Justice caregiver background check conducted under s. HFS 57.15 (2) (a) and (3), and any subsequent investigation related to information obtained from the background check.

Must successfully complete the SAFE Haven basic training within thirty (30) days of hire.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to climb three flights of stairs in 90 seconds.
- Must be able to handle stress and work well under pressure.
- Must be able to keep an emotional distance from the clients.
- Must be able to handle crises.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The facility is a community based residential group home in an urban inner city environment. Clients present with many issues including, but not limited to, physical, sexual, and/or emotional abuse, alcohol and other drug use, mental health issues, physical health problems, and problems with family dynamics.

Status

This position is an exempt full time salaried professional position not eligible for other employment with SAFE Haven of Racine, Inc.

SAFE Haven of Racine Inc. is an Equal Employment Opportunity/Affirmative Action Employer which affords employment opportunity to all applicants without regard to race, sex, sexual orientation, age, marital status, color, religion, national origin, handicap, disability or status as Vietnam-era or special disabled veterans; and is in accordance with applicable Federal laws and in compliance with the Americans with Disabilities Act.

This job description is subject to addition, amendment, change or revocation at any time without prior notice. The revised information may supersede, modify, or eliminate the existing job description.

A current copy of this job description must be signed, dated, provided to the employee, and maintained in the personnel file.

Revised: 1/9/2006

Signed, Employee

Date