



**On The Move partners with communities and mobilizes emerging leaders to take action in pursuit of social equity.**

<b>Job Title:</b>	Homeless Outreach Program Coordinator	<b>Position Family:</b>	Program
<b>Position:</b>	Program Coordinator	<b>Career Level:</b>	Coordinator
<b>Initiative/Division:</b>	VOICES Solano	<b>WC Code/EEO:</b>	8810 / 5
<b>Location:</b>	646 Tennessee Street Vallejo, CA 94590	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	\$24.00-\$26.27/hour	<b>Position Type:</b>	Full Time/ Hourly
<b>HR Contact:</b>	otmhr@onthemovebayarea.org	<b>Date Posted:</b>	5/2024
<b>About On The Move</b>	On The Move has created and implemented innovative programming that challenges communities and local leaders to push beyond mediocrity and into excellence. Supported by a track record of results-oriented programming and in partnership with the hundreds of established community partners, On The Move works to unite communities and focus on the safety and inclusion of all people. If this inspires you – join the team!		
<b>Benefits:</b>	<p><b>PTO:</b> Year 1 = 5 hours, Year 2-3 = 6.67 hours, and Year 3+ = 10 hours per pay period. Please refer to pages 4-1 of the OTM Personnel Policies PTO Schedule.</p> <p><b>16 Paid Holidays:</b> Please refer to the OTM 2023-24 Calendar for a schedule of holidays.</p> <p><b>Business Expenses:</b> Preapproved, work-related travel, and \$60 monthly cell phone reimbursements.</p> <p><b>Health Benefits:</b> Full-time employees are eligible to receive health insurance through Kaiser and a pre-tax Flexible Spending Account (FSA/Childcare).</p> <p><b>Retirement:</b> Employee contributions to a 403b plan are optional. Agency matches up to \$1,000 after 1<sup>st</sup> year of employment.</p>		
<b>Applications Accepted By:</b>			
<b>FAX OR EMAIL:</b> 707-251-9509 or <a href="mailto:otmhr@onthemovebayarea.org">otmhr@onthemovebayarea.org</a> Subject Line: Open Position		<b>MAIL: ON THE MOVE</b> Attn: Human Resources 780 Lincoln Avenue, Napa CA 94558-5110	
<b>Job Description</b>			
<p><b>Position Summary:</b> The Program Coordinator will report directly to the VOICES Director of Youth Services. The Program Coordinator will be responsible for the development and implementation of a specified Program. Develop the Program within the VOICES Center, establish relationships with local business to host potential work crews, offer one-on-one case management and coaching to youth within the program, oversee program data, and support the VOICES center.</p> <p><b><u>ROLES AND RESPONSIBILITIES</u></b></p> <p><b>PROGRAM OPERATIONS AND DEVELOPMENT:</b></p> <ul style="list-style-type: none"> <li>Identify areas for program growth and work in partnership with the VOICES Operations Manager and VOICES Staff to implement program enhancements.</li> <li>Maintain professional communication with off-site manager and community partners.</li> <li>Maintain appropriate files and documentation</li> <li>Participate in regular team meetings</li> <li>Communicate regularly with collaborative partners to ensure that programmatic and youth needs are being met.</li> </ul>			

- Develop new strategies based on staff and youth feedback to enhance collaborative partner's impact

**PERFORM ONE-ON-ONE CASE MANAGEMENT AND COACHING:**

- Provide assessment to youth interested in identifying areas of needed support and collaborate with youth to create plans to attain goals.
- Provide comprehensive and targeted case management to support youth with goals around education, employment, health, wellness, housing, and independent living skills.
- Deliver individually identified and developed coaching services.
- Educate youth on the resources and opportunities available to them.
- Receive and Coordinate referrals with other agencies, to provide a continuum of care. As well as internal and external programs in order for youth to reach their goals.
- Maintain regular progress notes and complete data tracking for contacts with youth by recording data into Air Table electronic database.
- Complete monthly and quarterly progress reports.
- Collaborate with youth to provide analysis and feedback for the course of the program.
- Develop authentic and empowering relationships with youth and staff.
- Organize and facilitate meetings with both young people and adults

**DATA MANAGEMENT:**

- Tracking and entering individual program data
- Pulling numbers for reporting purposes
- Supporting with the writing and updating of grant reports

**OUTREACH:**

- Work side by side with staff to plan and support outreach efforts
- Participate in the social media outreach efforts and any other forms of outreach

**WORKSHOPS/ EVENTS:**

- Event workshop coordination, including preparation and collection of sign-in sheet.
- Lead and plan one event each month either workshop or barbecue
- Support VOICES-wide events including monthly barbecues, anniversary event, and workshops. Outreach
- Creating a connection to all youth, inviting them to events, workshops, etc.

**GENERAL:**

- Maintain proper time keeping for tasks and payroll.
- Keep an accurate and up to date calendar.
- Timely response to all email, phone and text communication.
- Participate in Adult Reflection, an organizational practice that supports learning
- Build and maintain positive working relationships with co-workers, and the public using principles of good customer service.
- Greets, communicates, and treats all organization constituents with respect, dignity, and an attitude of service.
- Demonstrated commitment to Diversity Equity and Inclusion values and practices
- Clear desire and absolute commitment to adhering to OTM's principles, practices and culture
- Additional duties as assigned

**Professional Development:**

- Participate in learning and development trainings offered by On The Move
- Open and willing to learn and implement the unique culture of On The Move and VOICES
- Additional duties may be assigned

**IDEAL CANDIDATE QUALIFICATIONS AND QUALITIES**

- Associate of Arts or Associates of Sciences degree (preferred)
- Direct or lived experience utilizing and/or working with community-based services focusing on youth services
- Demonstrate characteristics associated with outgoing leadership, creativity and innovation
- Experience providing direct outreach
- Possession of a valid driver's license and insurance

**KEY KNOWLEDGE, SKILLS, AND ABILITIES**

- Proficiency with G-Suite (Gmail, Drive, Docs, et cetera)
- Proficiency of Microsoft Word, Excel, PowerPoint (preferred)

**ADDITIONAL NOTES**

- Develop the Homeless Outreach Program in partnership with the VOICES Director of Youth Services.
- Will administer the HHAP-3 Youth Street Outreach Program to runaways, homeless, and street youth (“RHSY”) who are under the age of 21 in the Continuum of Care (CoC) area.
- Engage 200 runaways, homeless, and street youth (RHSY) in Solano County by utilizing their peer-to-peer Youth Engagement Model as a highly effective strategy for engaging and retaining hard-to-reach youth in needed services.
- Work to ensure a minimum of 125 of RHSY connected with comprehensive street outreach in an assessment of needs, case planning, and connections to shelter, housing, wellness, education and employment services through peer coaching, information and referral.

Last Updated By:	JWay	Date/Time:	5/1/24 10:26am
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On The Move utilizes *E-Verify*, a web-based system, to confirm eligibility for employment in the United States.

On The Move is an Equal Opportunity Employer (EOE). Applications are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, genetics, gender identity or expression, disability status or veteran status.