



## Young Adult Life Coach

### Full Time Job Description

Advocates for Children CASA is a 501 (c)(3) non-profit organization that works to ensure that all children dream, thrive, and grow with a sense of belonging and empowerment to build a successful future. Our organization recruits, trains, and supports community volunteers who advocate for children who have open dependency & neglect cases, truancy cases, juvenile delinquency cases, need additional educational advocacy, or are an adolescent that may need some additional support. Our compassionate Court Appointed Special Advocates, volunteers, mentors, and tutors speak up for these children's best interests. It is the mission of Advocates for Children CASA that improving the lives of children and youth who have experienced abuse, neglect, or other life challenges, by connecting them with volunteer advocates and activating community partnerships. For over 35 years, Advocates for Children CASA has served the local youth of Arapahoe, Douglas, Elbert and Lincoln Counties. Our staff has grown, and our programs have expanded but one thing has remained the same over all these years – Advocates for Children CASA volunteers make an impact on children's lives every single day. We are changing their story.

Young Adult Life Coach will provide case coordination at Advocates for Children CASA in addition to serving as a support for identified youth navigating the Foster Youth to Independence (FYI) vouchers administered by South Metro Housing Options (SMHO). In collaboration with SMHO and various community agencies, Young Adult Life Coach will devote their workload supporting young adults in our Foundations Program as they navigate the housing voucher process, access community resources, and establish a plan to become successfully independent in their housing journey.

Young Adult Life Coach will identify, generate, and employ resources to ensure youth adults utilizing the FYI vouchers are prepared for the housing search process and subsequent independent living. In addition to coordinating cases, Young Adult Life Coach will work closely with South Metro Housing Options to continue developing and growing the Foundations housing program at Advocates for Children CASA. This role will professionally interact with community partners, emerging adults, and other professional stakeholders.

**Reports to:** Program Director

**Salary (Non-exempt):** \$23.08-\$24.76/hr (depending on experience), which is equivalent to \$48,000-\$51,500 annually

**Benefits:** Vacation, Holiday Pay, Paid Time Off, 401(k), Medical Insurance and Dental Plan

**Hours:** Full-time, Monday-Friday 8am-5pm, night and weekend hours periodically during volunteer trainings and agency events. Position will be based out of our office located at 16965 Pine Lane, Suite #120; Parker, Colorado 80134 with co-locations at partnering agencies. However, we are currently offering hybrid work-from-home and in-office options.

**Transportation:** A valid driver's license and personal transportation is required for this position. This position will be expected to meet youth in person throughout the Denver Metro area for purposes such as gathering paperwork and supporting the young adults as they search for housing.

## **Description of Duties:**

### **Foundations Program (Housing Navigation)**

- Manages, on average, a caseload of between 12-25 Foundations Program cases, which includes young adults who are already paired with a mentor, those who are awaiting a mentor pairing, and those who have opted to not have a mentor but remain involved with CASA for resource access and navigation
- In collaboration with South Metro Housing Options, monitor young adults who have been referred for Foster Youth to Independence (FYI) housing vouchers and work with community partners to support their progress in acquiring housing
- Partners with the Colorado Department of Human Services (DHS) to identify and prepare eligible young adults 6 months prior to their release date.
- Coordinates and conducts intake for assigned young adults participating in the Foundations Program
- Provides Foundations Program orientation, paperwork, administers initial assessment and initiates the process of creating an emerging Individual Learning Plan (ILP)
- Continual search for valuable and applicable activities and resources according to the Foundations Program outcomes
- Provides life skills learning, resources, support and coaching to young adults for those who have not been assigned a volunteer
- Supports mentors in facilitating assessments every 90 days and when exiting the program
- Supports young adults in various stages of housing navigation including, but not limited to, gathering required documents for voucher applications, attending housing authority briefings, conducting apartment searches, assisting in completing and returning voucher paperwork, and navigating community resources
- Attends collaborative meetings with various community stakeholders
- Generates and utilizes documents, training, and other means of communication to instruct youth and their support systems on how to best navigate the housing voucher process.
- Presents the case to the prospective volunteer. Facilitates a case planning meeting to introduce the volunteer to the other professionals involved in the case

### **Additional Duties**

- Maintains contact with volunteers at least monthly
- Updates Outlook calendars and Optima (internal database) in a timely manner
- Attends case-related meetings in lieu of volunteers if they are unable to attend, as needed
- Processes case closing paperwork and follows established case closing procedures with each volunteer
- Appropriately addresses any concerns related to volunteer's performance during the case (this may include handling conflict with professionals at higher levels)
- Coaches and empowers volunteers to advocate at their best ability
- Ensures all case records are up to date and all program partners are notified of specific case information as needed
- Attends regularly scheduled program meetings with other program staff to discuss cases and address other issues as needed
- Participates and assists in the facilitation of Volunteer Training and other programmatic events, including some night and weekend hours
- Assists with the planning and execution of additional program activities (i.e., holiday project, volunteer recognition, continuing education)
- Actively engage in positive and collaborative relationships with the community, volunteers, program partners, co-workers, and professionals
- Adheres to office procedures, practices, expectations and policies of the organization

- Performs related job duties as required
- Assists in screening, interviewing, and engaging prospective volunteers, as needed
- Interprets the needs of the volunteers and program, and presents professional recommendations to the Program Manager and Chief Operating Officer
- Effectively implements all policies as adopted by the Board of Directors.
- Communicates effectively and accurately to the Program Manager personal progress and needs on a regular basis
- Devotes time to professional development

**Skills and Experience:**

- Minimum of one year of qualifying experience with a bachelor's degree
- Preference will be given to those with experience in housing navigation, working with youth transitioning out of Human Services' care/oversight, and working with youth. In addition, who have a strong understanding of both the child welfare and criminal justice systems.
- Minimum of 21 years old
- Ability to take initiative in completing assigned projects with minimal supervision
- Capacity to work with people of diverse educational, professional, socioeconomic, and ethnic backgrounds
- Experience in creating and conducting presentations for large groups of professionals
- Excellent organizational skills
- Proficient in all Microsoft Office applications
- Ability to communicate effectively both verbally and in writing
- Demonstrated ability to project a positive image and attitude

**Essential Qualities:**

- Encourages and practices critical thinking
- Is self-reflective and empathic
- Is committed to remaining current on research and best practice standards
- Recognizes the influence of workplace relationships on outcomes and results
- Maintains a respectful and accepting approach to others
- Awareness of the influence of the larger context on individual behavior
- Collaboratively and creatively supports the work efforts of families and colleagues at all levels
- Encourages and practices self-care
- Encourages and practices healthy professional boundaries
- Values ethical practices
- Honors commitments
- Practices blameless problem-solving

**Applying:**

To apply, please send a cover letter, resume, and references to Victoria Raphael, at [victoria\\_raphael@adv4children.org](mailto:victoria_raphael@adv4children.org). No phone calls please.

**For more information about Advocates for Children-CASA, visit [adv4children.org](http://adv4children.org)**