

## **POSITION ANNOUNCEMENT**

**Job Title:** Youth and Family Engagement Specialist (Full-time)

**Department:** Planning and Evaluation – Opioid and Substance Abuse Program

**Reports To:** Director of Planning and Evaluation

### **MISSION STATEMENT**

To improve lives by providing optimum services and mobilizing resources that strengthen our communities.

### **VISION**

A strong, vibrant community where all citizens are self-sufficient and empowered.

### **VALUES**

Community Action Agencies improve people's lives, embody the spirit of hope, improve Communities and make America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other.

### **SUMMARY**

Performs community outreach and delivers evidence-based curriculum along with resources to youth and parents impacted by substance addiction. The Specialist will work in limited, high poverty areas through the Hampton Roads region to provide resiliency training, substance abuse prevention education, trauma-informed teen training, and family recovery support and referrals to community partners with established MOU's with HRCAP. The desired outcome of the program is the provide resources and supports with the group of reducing and preventing the harms associated with addiction in the family.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties within the scope of this position may be assigned

Document daily activities and caseloads using HRCAP Client Management System - EmpowOR.

- Provide advocacy services and support to youth impacted by substance addiction and survivors of relationship violence, stalking, including sexual assault or abuse and their children.
- Provide substance abuse prevention education, individual and group resiliency training, trauma informed teen training, and family recovery support.
- Conduct routine meetings with program staff and other designated program leaders to discuss program services.
- Conducts and administers the following: client intakes, pre-assessment PKBS-2, Drug Abuse Screening Test, DASTT19, self-sufficiency assessment at entry into program, for ongoing periodic evaluation, and at exit of program.
- Meet with youth as a group weekly using resiliency curriculum.
- Conduct weekly classroom observations.
- Coordinate and facilitate a weekly parents group.

- Conduct monthly meetings with parents to HRCAP ensure wrap-around services are utilized activities.
  - Refer clients to other agencies and resources and advocate directly with other agencies as needed to help clients access necessary services.
  - Maintain service partnerships with referral agencies.
- Ensures case documentation is up-to-date and reflective of services provided. Files are subject to review at any time.
- Participates in outreach/workshop/consultation services in the community.
  - Facilitates and oversees support groups for victims of domestic violence (for community and shelter).
  - Processes intake applications for necessary community resources and diversion.
  - Refers clients to Human Services as the result of overall assessment of situation as needed.
  - Coordinates and participates in out of office visits with family members and other professionals.
  - Prepares referrals for families requiring assistance; collaborates with HRCAP Service Provider Network and other agencies or professionals as needed.
  - Maintains current listing community resources.
  - Prepares and completes various forms, reports, correspondence, case records, client activity reports, service plans, assessment instruments, needs assessments, purchase orders, invoices, applications, funding reports, charts, or other documents.
  - Operates several technology tools (desktop, laptop, tablet, cellphone, hotspot, etc.) to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections.
  - Utilize MS Office, EmpowOR Client Management System, e-mail, internet, other computer programs; performs basic maintenance of computer system and office equipment, such as replacing paper, ink, or toner.
  - Communicates with supervisor, employees, other departments, clients, family members, companion aides, Newport News Human Services, government agencies, counselors, medical provides, law enforcement personnel, court personnel, attorneys, schools, Service Provider Network, professional colleagues, the public, and other individuals as needed to coordinate activities, review status of household plans, exchange information, or resolve problems.
  - Maintains confidentiality of department issues and documentation.
  - Operates a motor vehicle to conduct work activities.
  - Performs general/clerical tasks, which may include answering telephone calls, entering data into computer, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.
  - Provides assistance to other employees or departments as needed.
  - Performs other related duties as required.

**SKILLS REQUIRED** include the following. Other skills within the scope of this position may be assigned.

- Helps establish performance measures and monitors outputs and outcomes.
- Comprehensive understanding of data systems, including tracking, reporting, monitoring, customer satisfaction, and evaluation.
- Ability to work independently, take initiative and be an effective team member.
- High-level communication and interpersonal skills a must.

- Exceptional time management skills with ability to multitask; ability to work well under pressure, prioritize workload, and meet tight deadlines.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty to a high standard. 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**

- Associate's degree in Human Services, Psychology, or a minimum of two years of appropriate and related experience in working with low to moderate-income youth and families.
  - Experience with program eligibility evaluation.
  - Expertise in MS Office-Excel, PowerPoint, and Word
- Must possess and maintain a valid Virginia driver's license
- Criminal record check and fingerprints, negative Tuberculin Tine screening test or a valid chest X-ray within 10 working days of conditional offer, and driving record required for employment
  - Adept at networking, building relationships, and community engagement
  - Ability to work across the organization to deliver solutions that meet internal and external Objectives

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Current state driver's license, proof of current auto insurance coverage, satisfactory driving record and working vehicle required.

## **SALARY: Negotiable**

**Application:** Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA., 23607. Office hours are 8:00 A.M. to 5:00 P.M. Monday through Friday. You can also visit: [www.hrcapinc.org](http://www.hrcapinc.org) to print an application and mail to P.O. Box 37, Newport News, VA, 23607

**Closing Date:** The position is open until filled.

Hampton Roads Community Action Program is an Equal Opportunity Employer