

Site Coordinator Job description (Emmett, ID)

Our rapidly growing human nonprofit is seeking a full-time site coordinator for a new assessment/drop-in center in Idaho! This position will lead the program, helping to establish our services in the community, supervise peer support staff, and provide non-clinical services to youth program participants!

OVERVIEW: The Site Coordinator (YRAC-SC) reports directly to the Vice President of Programs, and will work in partnership to implement strategic priorities and initiatives. This position will assist with tasks related to but not limited to outreach, research, data collection, reports, social media, and administrative duties that will result in the operations of the YR Assessment Center, peer support/mental services, and the development of Youth Rising Assessment Centers in accordance with the National Assessment Center Framework and the mission and vision of Youth Rising. This position has potential for growth and advancement. As a program Site Coordinator (SC), you will provide general supervision, screening and brief intervention, referral to treatment and services, and youth and peer support services at the Youth Rising Assessment Center (YR Drop).

RESPONSIBILITIES:

- Perform administrative duties such as managing communications (telephone, mail, email), data collection and entry, donation and in-kind data and report generation, ordering supplies, arranging conference calls, photocopying, filing, record keeping, and organizing materials.
- Perform screenings and assist youth in identifying and attending other support services, resources, or opportunities.
- Oversee daily operations of the site-based assessment center.
- Coordinate employee schedules, ensuring adequate coverage.
- Adhere to and enforce all workplace policies and procedures and ensure compliance across the worksite.
- Maintain and adhere to departmental budget and project regulations.
- Address and report safety concerns in a timely manner.
- Track and monitor project progress, adhering to prearranged standards, and project updates.
- Coordinate local advisory committee meetings, outreach, and cross-sector collaboration. **Answer inquiries from potential project partners**
- Mediate on-site conflicts.
- Prepare and submit weekly, monthly, quarterly, and other progress reports as assigned.
- Provide youth and their families with assistance in developing natural supports.
- Assist youth in creating long-term life goals known as life-assignments (40 Developmental Assets).
- Utilize and assist youth in gaining problem-solving skills.
- Assist peers in identifying and combating negative self-talk.

- Open, set up, clean, and close Assessment Center and perform reasonable daily duties.
- Greet new youth and community members at the door.
- Maintain contact lists of collaborative partners and provide resources on community supports & services.
- Support youth with how to identify assets.
- Encourage disengaged youth and transitional age young adults to participate in new activities.
- Cultivate a safe, inclusive environment filled with empowerment and healthy boundaries between peer-peers and staff peers.

QUALIFICATIONS:

- Preferred Bachelor's degree in social or human services or related fields.
- Preferred experience of 2+ years of office work, youth-serving programs, rural communities.
- Outstanding written communication and presentation skills.
- Strong experience preparing reports.
- Friendly, enthusiastic, and positive attitude.
- Strong knowledge of recovery, mental health services, and community resources.
- Detail-orientated with the ability to manage multiple projects at one time.
- Preferred history of receiving mental health services and be well-grounded in one's own recovery, with at least two years since diagnosis preferred. For more information about our organization, please visit: www.youthrising.com
- Knowledge and skills sufficient for establishing effective relationships with clients who have a mental illness in order to support them in their own recovery.
- Must be able to create rapport with youth.
- Ability to follow verbal and written instructions
- Ability to work independently and with staff as agency needs dictate.
- Excellent interpersonal skills.
- Ability to build/sustain collaborative working relationships.
- Excellent advocacy and public speaking skills.
- Ability to work independently and collaboratively.
- Strong attention to detail and time management.
- Outstanding oral/written communication skills and strong organizational skills.
- Identification as a peer with lived experience (mental health, foster care, etc.).
- *Multilingualism a plus (especially in Spanish and English).

PREFERRED CERTIFICATIONS: First Aid Certification/(CPR) Certification; Certified Peer Specialist or Prevention Specialist

REQUIREMENTS: ● Valid driver's license, reliable vehicle, and car insurance. ● Willingness to update job skills and knowledge by participating in educational opportunities, reading professional publications, and attending trainings. ● Ability to pass a background check and drug screening. ● Candidates MUST be able to use e-mail, compose documents, save and

locate documents electronically, and learn to use our Electronic Health Record (EHR) system. ● Proficiency in Word and other MS Office applications. ● Incumbent is legally required to report all suspected incidents of child abuse/neglect. ● Travel within the community is required. ● Duties involve working both indoors and outdoors.

TYPE & SCHEDULE: FT (40 hours/week) Flexible; Monday - Friday 10am - 7pm; occasional weekends; may require travel *Schedule may include irregular hours, evenings, and/or weekends.

Job Type: Full-time

Salary: \$45,000.00 - \$55,000.00 per year

Benefits:

- Dental insurance
- Flexible schedule
- Health insurance
- Paid time off
- Professional development assistance
- Retirement plan
- Tuition reimbursement
- Vision insurance

Patient demographics:

- Children

Schedule:

- 8 hour shift
- Monday to Friday

Ability to Relocate:

- Emmett, ID 83617: Relocate before starting work (Required)

Work Location: In person