



JOB TITLE: Family Coach (formerly Youth and Family Support Specialist)

STATUS: Full-time, Non-Exempt

WORK SCHEDULE: Varies. Includes some evenings

SUPERVISOR: Shelter Program Director

SUMMARY: Responsible for providing youth and family support services (including prevention, intervention and aftercare) in Bemidji and surrounding communities. This includes safety and needs assessments, de-escalation, parent skill building, advocacy, referrals, and coordination with other community service providers, case consultation to agency staff, staff training, networking, case documentation, statistics and report writing. This position requires use of audio-visual skills approximately 95% of the time.

DUTIES:

1. Conduct individual and family support sessions for youth and family program participants living in Bemidji and surrounding communities.
2. Conduct initial youth and family assessments and refer to other area service providers if not appropriate for direct services.
3. Provide individual and/or small group parenting education services.
4. Provide individual client consultation to agency staff.
5. Assist Program Directors with identifying and training agency staff on effective individual, group, and family intervention.
6. Develop and maintain up-to-date client files and program records.
7. Conduct outreach and referral activities in surrounding communities. Provide advocacy and support to victims of crime.
8. Provide written behavioral observations and other individual client assessments or summaries as requested by the supervisor and community service providers.
9. Assist with community education activities related to parenting and child behavior.
10. Develop and evaluate project activities including data gathering, analysis, refinement of evaluation process, and report writing.
11. Provide monthly, quarterly, and annual reports as required by the agency and funding sources.
12. Assist with Evergreen Shelter duties on an as-needed basis, such as answering phones, covering the floor, and assisting with Intakes.
13. Participate consistently in training and consultation opportunities, both agency-sponsored and from outside sources.
14. Work collaboratively with other community youth and family service providers, committees, and task forces.
15. Conduct activities related to compliance with federal and state laws related to mandated reporting, DHS licensing, HIPAA, and the Data Privacy Act.

16. Oversee Aftercare Program implementation, including following up with past clients and keeping accurate documentation.
17. Other duties as assigned by supervisor.

QUALIFICATIONS:

1. Prefer a Master's Degree but must have a four-year degree in a human services related field, or Certification as a Parent Coach from a reputable educational program, or equivalent on-the-job experience.
2. Must commit to supporting all of the agency's programs and services and its mission.
3. Must have previous experience working with youth and families of diverse backgrounds.
4. Must be able to work collaboratively with other agency programs, other local community service providers, schools, law enforcement, probation, tribal programs, and county, state, regional, and national programs and organizations.
5. Must be able to work flexible work schedules including evenings and Saturdays.
6. Must have excellent written and oral communication, relational and organizational skills.
7. Must have a strong understanding of professional boundaries with clients and exercise good judgment regarding boundaries.
8. Must have reliable means of transportation and a valid driver's license and insurance.
9. Must be covered by the agency auto insurance.
10. Must exercise high standards of integrity and ethics.
11. Must be a positive role model for staff, youth, families, and the community.
12. Must successfully pass a drug and/or alcohol test.
13. Must not be disqualified pursuant to Sexual Contact Background Check, Minnesota DHS Applicant Background Study, Minnesota Bureau of Criminal Apprehension web-based Background Check, and standard reference checks which two must be supervisors.

Physical Demands Related to Maintenance Duties:

While performing maintenance duties, the employee is required to talk and hear. The employee is often required to sit and use his or her hands and fingers, to handle or feel. The employee is also required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl in order to conduct building checks and make repairs. Vision abilities required by this job include close vision. This employee must be able to lift 35 pounds.

COMPENSATION: \$18.50 - \$26.61 per hour DOQ, Evergreen also offers a competitive cash benefits package, generous vacation/holiday/sick time/401 (k) match, and flexible scheduling.

TO APPLY: Please visit www.evergreenyfs.org to apply on-line. To be considered for the position applicants should submit a cover letter, resume, and application on-line, or mail to: Evergreen YFS, ATTN: Human Resources Director, PO Box 662, Bemidji, MN 56619 or email hr@evergreenyfs.org.

DEADLINE: This position will be open until filled.

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