

Job Description

Title: Program Specialist, PDP Resource Navigation
(External Title: Project HOMES Community Resource Navigator (CRN))

Reports to: Program Manager, Prevention Demonstration Program (PDP)
(External Title: Program Manager, Project HOMES)

Department: Family Resource Center (aka Assessment Center)

Classification: Exempt, Salaried

Hours: Full-Time, with flexible hours, but typically 10am-6pm M-F

PAY RANGE: \$39,520-\$45,760, depending on experience & education

Work Week: Monday 12:00 AM to Sunday 11:59 PM (AGENCY WORK WEEK FOR PAYROLL)

Required to Transport Clients: May be needed

Required to Drive in the Course of Conducting Business: Yes

Meets Policy Requirements for Company Cell Phone/Phone Stipend: Yes

Background

Since 1975, Pendleton Place (PP) has been a place of safety and comfort for children and youth experiencing trauma. PP is committed to innovative approaches that will keep children and youth safe, families whole, and communities strong. We help children, youth, and families through a focus on residential adolescent and young adult care, supportive community services for at-risk families, an array of youth homelessness services, and comprehensive clinical, prevention, and navigation services for children and families involved or at risk of involvement with the child welfare system.

The Assessment Center at Pendleton Place is dynamically evolving into a community-based, inclusive, and affirming Family Resource Center (FRC). FRCs are hubs of family strengthening and prevention services aligning with national standards. FRCs enhance parenting skills; foster the healthy development and well-being of children, youth, and families; prevent child abuse and neglect; increase school readiness; connect families to resources; develop parent and community leadership; engage males and fathers; support healthy relationships; and promote family economic success. FRCs promote a change in social norms that holds all community members, policy makers, program providers, parents, and employers responsible for improving the lives of children and families to transform our society into caring communities that put children and families first. All services are provided using a family-centered, strengths-based, multi-generational approach to increase family stability, improve parental well-being and positive parenting skills, enhance child development, and reduce child abuse and neglect.

The PP FRC is launching a Runaway Homeless Youth Prevention Demonstration Program (RHY-PDP) in partnership with the federal Family and Youth Services Bureau (FYSB). The PP RHY-PDP, called Project HOMES (Housing, Opportunities, Means, Empowerment, and Support), is a youth homelessness prevention demonstration program and seeks to prevent youth, young adults, and their families from experiencing homelessness. Project HOMES implements prevention-based services that recognize and pre-emptively address the conditions that contribute to it. Project HOMES has been co-created with the community, voices of those with lived experience, and the federal evaluation team. Project HOMES will provide case management, flexible cash assistance, and individualized supportive services to youth and young adults ages 12-21 and their families. These services will boost protective factors and put effective resources and supports directly in the hands of young people and families who need them most.

Position Summary

Under the supervision of the Program Manager, Project HOMES (PM), the CRN will deliver innovative, high-impact, high-quality case management services to young people and their families at risk of experiencing homelessness. The CRN will provide direct services including assessments, supportive listening, access to concrete supports, referrals for services, development of independent living skills, and family mediation. The

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CRN will work with the Project HOMES team to assist in the outreach efforts of the program and ensure youth access to services. The CRN will also engage in intra-agency and community collaboration to provide holistic support to young people and their families.

While this position will typically work a predictable schedule, the CRN should remain flexible to work some evenings or weekends to accommodate youth and family needs.

Essential Functions of Position

Note: These tasks are illustrative only; to carry out the day-to-day functions of the job, other duties may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Collaborate with the program manager and team to ensure successful program implementation
- Collaborate with the Youth Engagement Specialist to provide case management and individualized supportive services to youth and young adults who have been determined to be eligible for the program
- Collaborate with the program team to provide drop-in access to services
- Schedule sessions with youth, young adults, and their families (if applicable) to complete initial interviews, assessments, needs identification, benefit eligibility screening, and goal setting
- Apply principles of Trauma-Informed Care (TIC) and Positive Youth Development (PYD) to all interactions with young people and their families
- Support youth and young adults in the obtain of personal documents as needed (e.g. birth certificate, social security card)
- Provide access to concrete supports as needed
- Refer participants to community providers and resources using a shared closed loop referral system and/or direct referrals to fulfill identified needs
- Work collaboratively with youth and young adults to develop independent living skills such as employment readiness and/or retainment, financial planning, and all other identified goals to further self-sufficiency and independence
- Provide strengths-based family mediation services to youth, young adults, and their identified family support systems to reduce conflict and improve family stability
- Administer participant feedback surveys
- Ensure timely data collection and submission using agency software and case management systems
- Track participants, maintain client records, and follow-up at designated intervals to repeat assessment tools and offer further support as needed
- Support the compilation, maintenance, and reporting of monthly, quarterly, and annual program statistics for distribution to stakeholders and the public
- Develop and maintain a thorough understanding of skills and services that support the prevention of youth homelessness.
- Support program to meet goals and deliverables, including serving at least 50 youth every six months
- Participate in networking and professional development opportunities
- Assist the program manager in the design and maintenance of the program to ensure implementation is in accordance with best practices to prepare for and execute program evaluation in collaboration with the federal evaluation team and demonstrate the program's effectiveness
- Perform other duties as required

NOTE: Job duties will require frequent travel within the Upstate and occasional travel within the area and the state.

Qualifications

Minimum Qualifications

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- Bachelor’s degree from an accredited university or college in a human services or related field
- 3+ years working in social or human services, child welfare, case management, or related field
- Knowledge of child development, child maltreatment, trauma, ACEs, and general understanding child welfare policy
- Experience and familiarity with local human services and community-based organizations
- Commitment to cultural humility and ability to work with diverse young people and their families
- Willingness/ability to treat all young people and their families , as well as staff, with respect and dignity
- Excellent communication (oral and written), organization, problem solving, time management, and follow-up skills
- Computer literacy including proficiency with current Microsoft Office Suite and related software
- Must be self-motivated, able to work independently, and demonstrate an ability to manage time and multiple tasks efficiently
- Ability to adapt quickly and decisively to changing situations and continue to progress toward goals and priorities
- Ability to understand, enjoy, and be comfortable engaging with youth
- Ability to be outdoors in cold and/or heat for active engagement with youth or for outreach purposes
- Will have or will obtain CPR and First Aid Certifications
- Satisfactory physical examination, drug test, criminal history check, driving record, and background check including the Child Abuse and Neglect Central Registry, SLED, Sex Offenders Registry, and DMV
- Possess valid South Carolina driver’s license
- Reliable transportation
- Auto insurance with appropriate liability limits to meet agency obligations

Desirable Qualifications

- LMSW or master’s degree in education, psychology, or other social work/human services
- Experience with and/or training in group facilitation and group dynamics, psycho-educational work, and motivational interviewing
- Experience working with youth who have experienced homelessness or other traumas
- Advanced training in Positive Youth Development
- Candidates with lived experience with houselessness or housing instability will receive preferential screening
- Bilingual (Spanish/English) candidates are highly preferred

NOTE: BIPOC and LGBTQIA2S+ persons are encouraged to apply

Physical Demands				
Stand	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A

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Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Lifting Requirements				
10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Pushing and Pulling Requirements				
12 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Definitions				
N/A	Not Applicable	Activity is not applicable to this occupation		
O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)		
F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
C	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)		

The organization has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your At-Will employment, and the organization reserves the right to change this job description and/or assign tasks for the employee to perform, as the organization may deem appropriate.

Do not sign below unless a job offer has been made to you using this job description; signature not required for those making an application.

I _____ have read and understand this job description and

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agree that I am able to perform the essential functions outlined in this job description. I understand that failure to provide information or omission of information pertaining to my ability to meet the requirements of the job or my inability to perform the essential job duties will be cause for immediate termination of employment, regardless when or how discovered.

Signature: _____

Date: _____

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