

YOUTH IN NEED

JOB DESCRIPTION

BACKGROUND

Job Title: Safe Place Coordinator
Reports To: Director, Regional RHY East
FLSA Status: Non Exempt

PURPOSE OF JOB

To schedule and implement prevention and trainings to school aged youth and community groups. To assist with Safe Place site management.

ESSENTIAL RESPONSIBILITY NO. 1- 50 % OF TIME

Description: Safe Place and Youth Connection Helpline Education

- Task No. 1 Develop networks at the local level to support education about the Safe Place program.
- Task No. 2 Research presentation opportunities.
- Task No. 3 Solicit, schedule and execute youth and adult presentations.
- Task No. 4 Provide Safe Place assistance/outreach for St. Charles youth, during the hours of 8:30am – 4:30pm.

ESSENTIAL RESPONSIBILITY NO. 5- 20% OF TIME

Description: Recruit and maintain Safe Place locations

- Task No. 1 Recruit and enroll local businesses to serve as Safe Place sites throughout the region
- Task No. 2 Train site employees, provide refresher trainings as needed
- Task No. 3 Complete site checks for Safe Place sites, ensuring site readiness and compliance with Safe Place regulations
- Task No. 4 Maintain complete and accurate site files

ESSENTIAL RESPONSIBILITY NO. 6- 10% OF TIME

Description: Have extensive knowledge of the RHY population and related issues

- Task No. 1 Network with area youth service agencies and be aware of area resources for RHY youth
- Task No. 2 Attend weekly staffing, in-services and all staff training

- Task No. 3 Be knowledgeable about issues pertaining to RHY population, including sexual abuse/exploitation, substance abuse, dating violence, regional trends, human trafficking, etc.

ESSENTIAL RESPONSIBILITY NO. 7- 20% OF TIME

Description: Increase community education and awareness of RHY issues

- Task No. 1 Assist community in planning activities for at-risk youth
Task No. 2 Facilitate trainings and provide presentations to youth, community members and other service providers
Task No. 3 Provide literature to community and participate in exchanges
Task No. 4 Attend Continuum of Care meetings, as well as other community events as they arise.
Task No 5: Assist Housing Catalyst in organizing community resources to end youth homelessness.

Required Education and Credentials

Bachelor's in Human Services, Sociology, Psychology, or related or commensurate experience.

KNOWLEDGE

Familiar with at risk youth behaviors and barriers
Familiar with streets and neighborhoods throughout the St. Louis region
Informed about youth culture and methods of engaging youth
Familiar with special issues pertaining to RHY youth
Knowledge of Microsoft office products and ability to navigate program specific software.
Ability to be CPR certified preferred

EXPERIENCE

Significant experience working with at-risk youth a must
Knowledge of streets of St. Louis preferable

SKILLS

Assessment and crisis intervention skills
The ability to develop community relationships and partnerships
Excellent oral and written communication skills, including the ability to conduct community presentations
The ability to build positive relationships with community partners and other stakeholders
The ability to build positive relationships with youth utilizing strengths based philosophy
Empathy, patience and persistence with youth
Cultural and linguistic competence
Creativity to locate and service RHY population
High degree of work ethic and honesty
Computer literacy
Flexibility

Occasional evening and weekend shifts
Self-starter
Knowledge of area resources

ENVIRONMENTAL CONDITIONS

This job operates both in an office environment and within the programs. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Planning activities for groups. Checking e-mail, networking, completing paperwork, and attending staffing

PHYSICAL REQUIREMENTS

When performing the duties of the job, the employee is regularly required to talk, hear and write. Ability to walk through rough terrain for extended periods of time. Ability to drive large passenger vehicle.
Ability to fully supervise groups of youth. Ability to lift loads of supplies or donations.

DRIVING REQUIREMENTS

Class E Driver's License – Required
Local travel required.
Must be insurable under Youth In Need auto liability coverage (see Employment Screening Policy).
Required Eligibility Classification

OTHER REQUIREMENTS

Untraditional and often non-predictable work setting. Working effectively in a team a must. Individual must be sensitive to the socioeconomic and cultural characteristics of the service population.
Individual must be sensitive to the needs of individuals and families in crisis.

Written By: Michelle Gorman
Approved By: Michelle Gorman, April Steavenson
Approval Date: 6/18; reviewed 8/20

Employee Signature: _____ **Date:** _____

Note: This job description in no way states or implies that these are the only duties to be performed by the incumbent in this position. Requirements are representative of minimum levels of knowledge, skills, and/or abilities expected to meet job standards.