



POSITION TITLE:	Youth Program Specialist
FLSA:	NON-EXEMPT
REMOTE:	IN-PERSON
MEDICAID & NPI:	NO
BACKGROUND:	PINNACLE
CREATED DATE:	02/01/2024
REVISION DATE:	08/03/2024

POSITION SUMMARY

This position assists clients aged 0-18 and their guardians in navigating educational systems while increasing the skills needed to be successful students through enrichment activities. The specialist will provide ongoing opportunities for educational enrichment in the form of events and field trips. Additionally, this position works closely with the local school district and provides initial school orientation, enrollment assistance, and school tours. This position may require evening and weekend hours.

ABOUT US

CSS is a Catholic human and social services agency and behavioral health care provider that welcomes people of all faiths through its programs and employment. We provide help for our Alaskan neighbors through a variety of supportive service programs, including emergency shelter, food stability, housing, case management, and refugee assistance. CSS empowers individuals and families on their path to permanent stability, creating thriving communities for all. Located in Anchorage, Alaska, CSS is a nationally accredited organization through the Council on Accreditation (COA), which recognizes that CSS provides high quality services that meet best practice standards in the social service field.

Mission: We compassionately serve those in need, strengthen individuals and families, and advocate for the common good.

Vision: All Individuals and Families are Flourishing.

Impact Statement: Catholic Social Services empowers individuals and families on their path to permanent stability, creating thriving communities for all.

Guiding Principles: - Catholic Social Teachings - Reverence for humanity - Striving for excellence - Empowering personal fulfillment - Strengthening through collaboration

ABOUT OUR PROGRAM/DEPARTMENT

Refugee Assistance & Immigration Services (RAIS) provides a bridge for refugees (individuals who have had to flee their countries of origin due to the tragedies of persecution and war) and other new arrivals from their former life experiences to the new skills required for success in the United States. Through a focus on economic self-sufficiency, community integration, and a respect for unique cultures, history and traditions, RAIS creates an environment of compassion and encouragement for refugees to flourish.

REQUIRED COMPETENCIES

Must be able to maintain program/guest/agency confidentiality and professional boundaries while treating each individual with dignity and respect.

Highly organized with keen attention to detail.

Self-motivated and directed with the ability to work alone or as part of a team.

Works well within a rapidly changing environment. Supports group decisions and puts group goals ahead of personal goals.

Communicates openly and honestly.

Deals with difficult and adverse events while maintaining professionalism.

Responds appropriately in the face of tension, emotion, and resistance and seeks support from others when necessary.

Demonstrated leadership, dependability, maturity, creativity, discretion, initiative, and flexibility.

Ability and desire to work with a variety of people to carry out the mission and purpose of the program.

Knowledge:

- Knowledge of working with people from different cultures.
- Knowledge of the local school system and be able to help support and orient families into navigating the system.
- Knowledge of working with youth.

Skill:

- Excellent interpersonal skills
- Strong oral and written communication skills.
- Proficient in basic office applications such as Word, Excel, etc.
- Familiarity with computers, internet and experience with e-mail required.
- Ability to gather information and assess client situation rapidly and accurately.
- Ability to write clear, grammatically correct log notes, spell, and alphabetize.
- Ability to complete paperwork thoroughly and accurately.
- Bilingual preferred.
- Problem solving.
- Willingness to learn.
- Ability to oversee a diverse classroom setting.
- Discretion, flexibility, and organizational ability sufficient to fulfill position responsibility with minimum supervision.
- Ability to relate to other employees, program participants and the public.

RESPONSIBILITIES

Assist with planning and implementing activities to achieve goals of the grant.

Work with school district staff to assist refugee youth and their parents with school enrollment.

Coordinate with local school district for enrollments of refugee children.

Teach school orientation for new arrivals and coordinate school tours.

Provide ongoing parent's classes that promote parent engagement with social communities, increase opportunities for parents to meet with school families, and learn advocacy skills for student development.

Work with families on identified behavioral challenges as they arise. Provide linkage and support for families to access mental health and other behavioral health support, as appropriate.

Provide regular opportunities for educational enrichment in the form of events and field trips, especially during times when school is not in session (in-service days, winter break, spring break, summer break).

Work with the school district to train and ensure cultural competency amongst education staff and administrators.

Connect refugee parents to parent support services.

Track progress towards grant goals.

Gather and report statistics for grants and agency needs.

Complete documentation of all meetings with clients thoroughly, accurately and in a timely fashion.

Other duties as assigned.

QUALIFICATIONS

Minimum Education Requirement: High School Diploma or equivalent.

Minimum Experience Requirement: One (1) year of experience working case management in a human services, direct services, or similar role.

A relevant combination of education and experience may be considered.

WORK ENVIRONMENT

Physical demands: Work is performed in a standard indoor office environment. Occasional lifting of up to 25 pounds. Frequently sitting or standing at a desk for several hours at a time.

Travel: Frequent travel within Anchorage is required.

Location: 4600 Debarr Road, Anchorage, AK.

_____ / _____	_____	_____
<i>Employee Name</i>	<i>Employee Signature</i>	<i>Date</i>
_____ / _____	_____	_____
<i>Supervisor Name</i>	<i>Supervisor Signature</i>	<i>Date</i>