



## Job Description

### **Transitional Living Services Manager**

**General Objectives:** The Independent Living Service Manager manages a caseload of youth and young people, ages 15-21, which are aging out of the State foster care system. The Independent Living Service Manager provides enrollment, assessment, transitional living planning, coordination of services and support services toward the purpose of assisting the youth in graduating high school, becoming employable and employed, securing a living situation, developing life skills, developing a support system and meeting other goals in the client's plan. It is critical, given the large and scattered caseload, that the worker be successful in engaging caregivers to be or become involved in transitional planning and meeting the plan's goals and in making the youth take personal responsibility for their own well-being. The worker may have a varied caseload.

### **Nature and Scope of Position:**

- This position reports to a Clinical Supervisor of the Dan Fox Family Care Program.
- The position performs case/treatment planning which requires regular contact with community resources including caregivers, therapists, dentists, school personnel, professional consultants, the juvenile court, birth family, foster families, child protective services, Juvenile Parole, Department of Family Services, Children's Case Management, First Health, Youth Homes, and other professionals.
- This position is on call 24 hours a day.
- This position has no direct supervisory responsibilities of other staff.
- This position involves a great deal of travel to communities served by the program.

**Examples of duties:** (These are the typical duties and are not intended to be all-inclusive or restrictive in nature).

- Primary liaison for the agency with agencies involved with the participants of the MFCIP such as DPHHS, Youth Court Services, public schools, community providers, and foster families/placements.
- Advocates on behalf of youth enrolled in this program.
- Perform Ansell Casey Life Skills Assessment (ACLSA) initially and yearly with youth to assess youth's readiness for emancipation.
- Develops and updates a Transitional Living Plan (TLP) per program guidelines.
- Meets with youth face-to-face monthly basis to discuss progress on the ILS Plan, the youth's current needs and general wellbeing, develop skills and assisting youth in achieving goals in the youth's TLP.
- May also maintain ongoing contact with the youth by utilizing a variety of electronic media including e-mail, text and social networking sites (as approved by the State).
- Prepares, submits, and fulfills all reporting requirements.
- Maintains contact with enrolled youths' CPS worker monthly.
- Administers NYTD surveys to youth at age 17, 19, and 21

- Assists youth in utilizing the Foster Club Transition Toolkit and other resources.
- Offers a variety of services to the youth which are tailored to meet the individual needs and goals of the youth. Services may be provided in experiential life skills groups, individual consultations, or in collaboration with Foster parent or Group Living staff.
- Provides academic support including assisting youth with identifying/applying to post-secondary educational programs and alternative programs.
- Identifies youth who are eligible for Educational Training Vouchers (ETV) and assists youth with the ETV application process.
- Provides services to develop the youth's ability to find, apply for, and retain employment.
- Provides budget and financial management training, housing education, health education and risk prevention,
- Provides family support and Healthy Marriage Education to enrolled youth.
- Assists enrolled youth in accessing appropriate community resources.
- Assists enrolled youth in accessing appropriate cash stipends.
- Collaborates with CFSD staff to facilitate the process of youth age 18 and older finding and maintaining connections with family.
- Assist enrolled youth to engage in and be prepared for Youth Centered Meetings.
- Meets with enrolled youth CPS workers monthly to review services provided.
- Works with CPS workers to refer youth to additional and available services.
- Meets with Permanency Planning Specialist quarterly to review caseload.
- Attends all required trainings.
- Maintains client case records per program requirements.
- Evaluates the program's effectiveness and submits suggestions for improvement to the Group Homes Coordinator.
- Performs other duties as required.

### **Qualifications**

- Good character.
- A minimum of a Bachelor's Degree in Human Services.
- At least 2 years of experience in working with high-risk children or children and youth in foster/adoptive care and their families. An ability to relate to children and families of varied cultural and socioeconomic backgrounds.
- Demonstrated Knowledge in:
  - Effective writing skills, editing skills, listening and communication skills
  - Foster care, adoption, kinship, guardianship and permanency
  - The child welfare system
  - The juvenile justice system
  - The mental health system
  - Conflict resolution
  - Interviewing skills
  - Basic computer skills (Word, Excel, Access, Outlook)
- Pass background checks including Child Protective Service Check, Criminal Background check and Department of Motor Vehicles Check.

**Wage and Benefits**

- Base salary of Grade 8 of the Youth Homes Salary Schedule.
- Employer funded leave.
  - Annual and Bonus leave.
  - Exceptional leave.
  - Educational leave.
- Employer contributions to:
  - Individual and dependent covered health insurance.
  - Long-term disability insurance for the employee.
  - Life insurance policy
  - 401(k) eligible after 12 months
- Available benefits to eligible employees.
  - Health Savings Account.
- Available access for employee funded:
  - Dependent care flex account.
  - Dental insurance coverage.
  - Vision insurance coverage

Employee Signature:

Date: