



A Kid's Place is currently recruiting for an Independent Living Coordinator. This position includes working with foster youth ages 13 through 17 years, and services to young adults who have exited foster care, ages 18 through 23. These services will be provided with the goal of developing age-appropriate levels of self-sufficiency and independence for each youth and preparing each youth to enter the workforce and/or post-secondary education.

The Independent Living Coordinator will report to the Program Director. This is a full-time position, hourly and non-exempt.

Tuesday through Friday 11:30am-8:00pm, Saturday 8:30am-5:00pm, flexible when needed. \$15/hour

Duties/Responsibilities:

- Develop and present life skills lessons in areas such as but not limited to employment, vocational, financial, nutrition, socialization, and community engagement.
- Establish strong working relationships with community organizations in areas such as education, behavioral health, and physical health to facilitate appropriate services.
- Assist residents with enrollment in full-time educational programs and monitoring progress within those programs.
- Assist residents in developing life plans to set goals to succeed in the areas of education, housing, transportation, personal finance, health and wellness and how to access the resources to meet the plan and goals.
- Functions as a part of a treatment team.
- Develop and facilitate activities for youth on campus.
- Assist Program Operations Supervisor with event activities, both on and off-site.
- Other duties assigned.

Qualifications:

- *High School Diploma or equivalent.*
- *Valid Driver's License required.*
- *Successful completion of initial and periodic criminal background screening.*
- *Full compliance at all times with A Kid's Place drug-free workplace policy.*
- *Attention to detail and problem solving skills.*
- *Excellent written and verbal communication skills.*
- *Strong organizational, planning and analytical skills.*
- *Proficient in MS Office.*
- *Maintain a professional demeanor to all staff and external parties.*
- *Must be reliable, punctual, flexible and a team player.*
- *Compliance with all applicable laws, including laws relating to equal treatment in employment and in delivery of services, and other workplace laws.*

Please submit your resume to Erin Booker, HR Director at ebooker@akidsplacetb.org

A Kid's Place is an Equal Opportunity Employer and a Drug & Tobacco Free Facility. All personnel are required to undergo mandatory post-employment offer criminal background checks.