



PROVIDING AT-RISK AND FORMER FOSTER CARE YOUTH WITH SAFE, AFFORDABLE HOUSING,  
LIFE SKILLS, AND CONTINUED SUPPORT SO THAT THEY ACHIEVE AND MAINTAIN SELF-SUFFICIENCY.

## Program Coordinator

**JOB TITLE:** Program Coordinator

**ROLE OVERVIEW:** The Program Coordinator is responsible for oversight and delivery of intensive support service for young women aging out of the foster care system and who are at risk of homelessness. Mundy/Emmaus is a residential program; services are coordinated between Casa Valentina and Citrus Health Network.

### JOB REQUIREMENTS:

- Experience working with at risk adolescents and/or young adults and in the child welfare/cross over system of care.
- Master's Degree in Social Work, Psychology, Criminology, Education or another related field. (may substitute with a Bachelor's Degree and 5-7 years' work experience in the same field).
- Willing to work full-time hours, to include some evening and weekend hours.
- Willing to be on-call for emergencies.
- Must have a vehicle and a valid Florida Driver's License and be willing to transport clients throughout Miami-Dade County (as permitted by insurance and grant requirements).
- Willing to work with a case load set by the Program Director.
- Willing to work with clients in various settings.
- Familiarity with community partners, funding resources and/or other stakeholders in the Miami-Dade County community.
- Able to work collaboratively with other agencies.
- Able to work collaboratively with Casa Valentina team members to deliver programmatic services.
- Applicants must submit to and successfully pass a drug test and Level II background check.

### JOB RESPONSIBILITIES:

- Recruit residents for the program.
- Check eligibility for all prospective residents and gather intake information from appropriate sources.
- Coordinate tours for prospective residents and set up panel interviews.
- Orient new residents.
- Provide consistent intensive life skills coaching for residents, including goal setting and all steps needed to work towards a successful transition.
- Conduct regular apartment inspections to ensure residents' compliance with program requirements.
- Communicate with main office: maintenance requests, property upkeep, resident status.



## CASA VALENTINA

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- Provide crisis intervention and referrals to residents as needed, including therapeutic services.
- Work with residents to support compliance with program requirements, including participation in activities, workshops, meetings appointments.
- Work with Casa Valentina team to deliver wrap-around services/support to residents that include education, employment, money management, self-care, household maintenance.
- Work with Casa Valentina team to develop and implement transition plans, including tailored transition plans, exit interviews, stable housing, employment, etc.
- Meet regularly with residents individually and in a group setting to develop and reinforce identified life skills and supports.
- Community outreach.
- Provide transportation to residents as needed.
- Be available to the residents (i.e., return their phone calls, texts, and/or emails promptly).
- Document services provided and maintain client files.
- Attend trainings, workshops and meetings as required by funders or identified as necessary by the Program Manager or Executive Director.
- Attend team meetings and/or supervision with Program Director.
- Support Casa Valentina events, activities and community service projects as needed.

**SPECIAL POPULATIONS:** Requires the incorporation of a basic understanding of the behaviors, developmental needs, physical needs, emotional needs of children and youth in the child welfare/foster care system.

**REPORTS TO:** Program Director

**SUPERVISES:** No direct supervision required.