PROMISES2KIDS

REDBONE RECRUITING

POSITION TITLE: GUARDIAN SCHOLARS COORDINATOR I

Compensation: $24-$30/hr DOE
Status: Full Time; Non-Exempt
Reports to: Guardian Scholar Supervisor
Benefits:
• Up to 100% coverage for employee- health, dental, life and disability insurance
• Voluntary participation in the Promises2Kids Safe Harbor 401k program; up to 4% of salary match annually
• Voluntary participation in the Flex Spending Account
• 10 paid holidays plus an additional floating holiday during your birthday month
• 15 days paid time off (PTO) yearly
• Flexible work enviornment allows for some remote work
• Continuing Education opportunities
Location: San Diego, CA

OUR STORY

Promises2Kids is dedicated to its mission of creating a brighter future for foster children® in San Diego. From the moment children come into foster care and through to adulthood, Promises2Kids provides the hope, support, and opportunities these individuals need to change their lives for the better… now and for years to come. Programs include Camp Connect, Guardian Scholars, Foster Funds, and the A.B. and Jessie Polinsky Children's Center. Learn more about Promises2Kids.org

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POSITION SUMMARY

Under the direction of the Guardian Scholars Supervisor, the Guardian Scholars Coordinator I will be responsible for a caseload of approximately 25-35 high need former foster youth participating in the Guardian Scholars program, providing whole-person and comprehensive case management services including: monitoring program participation/requirements, providing referrals to community partners, creating budgets, educating on study habits, ensuring basic needs are met, and maintaining regular contact. Additionally, this position will support the Guardian Scholars team in program specific administrative tasks such as check requests, database maintenance, and event planning.

Guardian Scholars aims to equip foster youth with essential resources, help them graduate high school and enroll in college and/or training programs, or directly into a career, support them on their journey through school to earning a college degree or certificate, and provide tools to successfully embark on a career path. Guardian Scholars provides current and former foster youth with a monthly stipend, mentoring, and individual support with the goal to increase their chance of academic success, graduation, employment, and ability to become a contributing member of society.

This position follows a Enhanced Care Management Model (ECM) and requires a level of knowledge about trauma informed care. This position will also require creative thinking and problem solving skills that will help youth connect to community rescourses. Must be able to pivot and adapt as well as stay consistent with a high level of emotional intelligence. Must be flexible with time and a minumum of 2 years of working with “At-Risk” populations.

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DUTIES AND RESPONSIBILITIES

- Under the supervision of the Guardian Scholars Supervisor, support a caseload of approximately 25-35 high need youth requiring daily driving to meet youth where they are in the community.
- Implement evaluation and assessment tools to ensure programmatic data and outcomes can be collected and analyzed for outcome management.
- Support youth trainings and workshops, as needed.
- Ensure Salesforce is up to date with accurate files, notes, and documentation. Salesforce must be updated daily per phone calls, emails, and visits.
- Conduct monthly in-person meetings with youth to address challenges, track progress, and provide support, supplemented by additional check-ins via phone, text, or email as needed.
- This position requires regular evening and weekend hours to meet participant needs.
- Address any youth issues as they arise including career navigation, homelessness, and academic needs.
- As part of the team, support youth development program components including but not limited to college and career tours, Women's and Men's Leadership Network, Advocates for Change, care packages, Mentoring Department, internships, Guardian Scholars Resource Fair, and youth training and events.
- Assist in grant writing and fundraising activities as it pertains to Guardian Scholars.
- Maintain knowledge of current laws, regulations, and resources pertaining to educating foster youth and make referrals.
- Assist with youth recruitment to ensure agency participation goals are met.
- Provide support to volunteer mentors to ensure their effectiveness with youth and satisfaction with the program.
- Plan, coordinate, and attend occasional events to engage and build connections with youth.
- Represent Promises2Kids in a professional and friendly manner at all times and develop a full understanding of Promises2Kids' mission and role in the community.
- Additional duties as assigned.

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Qualifications

- Lived experience in the foster care system preferred.
- Bachelor's degree in social work, psychology or related field preferred.
- 2 – 3 years experience in case management and experience working with at-risk populations.
- Proficient in public speaking and giving presentations.
- Proficiency in computer skills, including entire MS Office Suite.
- Demonstrate professional writing skills.
- Excellent interpersonal skills, including the ability to work with a variety of people and represent Promises2Kids in a positive and professional manner to all staff, visitors, donors, and the community.
- Ability to work independently, demonstrate initiative, and to complete and report on assignments.
- Ability to work under pressure, set priorities and meet deadlines.
- Ability to work as part of a close-knit team.
- Ability to handle sensitive information with confidentiality, diplomacy and tact.
- Ability to pay attention to detail and also remain oriented to the "big picture" and established goals.
- Excellent organizational, management, and problem-solving skills.
- Must possess reliable personal transportation, current driver's license in good standing, car registration, and auto insurance.
- Must be able to successfully pass the child abuse clearance, fingerprinting, and background check.

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Physical Requirements

- This position primarily operates in a professional office environment and routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.
- The role frequently requires sitting or standing for extended periods.
- Occasionally required to lift or move office supplies or materials up to 20 pounds.
- Must be able to communicate effectively with individuals in person, over the phone, and through email.
- Visual and auditory abilities are required to perform essential job functions, including reading printed material and using a computer.
- The employee may be required to move about inside the office to access filing cabinets, office machinery, and communicate with others.
- Must be able to operate a motor vehicle safely for extended periods of time.
- Must be able to sit for prolonged periods while driving.
- Visual and auditory abilities to respond promptly and safely in traffic and road environments.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Promises2Kids is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

MORE INFORMATION OR TO APPLY:

EMAIL RESUME TO: Karla@RedboneRecruiting.com

(619)984-9094