

Job Title: Mentorship & Housing Coordinator

Reports To: Assistant Director

Position Type: Regular, Full-Time

FLSA Status: Exempt/Salary

Location: Waco, TX

Posted: July 2019

Who We Are:

The mission of the Cove is to give youth experiencing homelessness a safe place to thrive. Unaccompanied homeless youth (UHY) are some of Waco's most vulnerable citizens. Young persons experiencing housing instability have been shown to be more prone to sexual and emotional abuse, human trafficking, depression, suicide and substance abuse. Over 335 high school students in Waco ISD were identified as homeless for the 2017-2018 school year. 160+ of those were also unaccompanied, meaning they were experiencing homelessness by themselves, not in the care of a parent or legal guardian. The Cove is an after-school teen nurturing center for homeless high school students of Waco ISD to access showers, laundry, supportive case management, and educational programming Monday-Thursday, 4-8pm. We are currently developing housing programs as the need for students to be stably housed is so great.

What You Will Do:

The Mentorship & Housing Coordinator oversees and develops housing solutions for Cove youth, beginning with developing key community relationships with potential hosts and mentors. The CoveCoach program is an important first step to Host Home family recruitment, and this role will include oversight of that program. The Mentorship & Housing Coordinator is responsible to create and maintain a culture of *Care, Opportunity, Value* and *Empowerment* among the CoveCoach mentors, Host Home parents and the youth being housed at all times.

This position leads the CoveCoach Program, an intense mentoring program, which includes recruiting mentors who can represent our 4 quadrants of education, health & wellness, social/emotional wellbeing, and sustainable living to provide wrap-around support to students in the CoveCoach program and assistance in coaching the CoveCoach team on best practice responses in providing that support. The Mentorship & Housing Coordinator leads training for CoveCoach teams, is available at the CoveCoach meetings to provide supervision & support, responds to and communicates with CoveCoach team members to provide support, and be available by phone in case of emergencies. This position is also responsible for coordinating meetings with CoveCoach teams for check-ins.

In addition, the Mentorship & Housing Coordinator will be responsible to recruit host parents, develop and lead trainings for host parents, admit youth into the Host Home program, and be available in case of emergencies to the youth and host parents. The Mentorship & Housing Coordinator also leads support groups for host parents on a monthly basis. The Mentorship & Housing Coordinator acts in the role of case manager for youth being homed, and will coordinate with Nurture Center staff to oversee community housing solutions for youth including emergency shelter, respite care, and/or transitional housing.

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To be successful in this role, the Mentorship & Housing Coordinator must implement new programs, contribute to strategic conversations about program growth, have the ability to engage in community outreach, as well as support students and CoveCoach mentors. This position is primarily 8-5pm, but flexibility is required in your schedule to attend events after hours for host parent recruitment and retention, mentor recruitment and support, and coordinating housing efforts for students. The Mentorship & Housing Coordinator must ensure proper documentation of work with students and host families. The Mentorship & Housing Coordinator must possess professional skills in service coordination, crisis intervention, trauma-informed care training, and an understanding of the developmental needs of adolescents. This position requires someone who enjoys being around teenagers and working with adults from the community. This position includes other duties as assigned.

Hours: Monday-Friday 8am-5pm (with 1-hour lunch breaks and consideration for flex time for after-hours requirements.)

Education/Certification:

- Licensed Social Worker
- Master's Degree in Counseling, Education or Social Work from an accredited university
- Fluent in English and Spanish preferred

Special Knowledge/Skills:

- At least two years' experience working with young people of diverse backgrounds and/or disabilities or equivalent in demonstrated experience such as delivery of counseling and social services.
- Understanding of the challenges of and resources for families and children experiencing homelessness.
- Experience with case management of students and families in an educational or social support setting.

We understand that people gain skills through a variety of professional, personal, educational and volunteer experiences. We encourage candidates to review the key responsibilities and qualifications below. If you believe you have transferable skills necessary to fulfill the responsibilities of this role, we encourage you to apply.

Key Responsibilities:

1. CoveCoach (35%)
 - a. Identify key community members of interest to serve as CoveCoach mentors
 - b. Provide information sessions in various settings in the community for recruitment
 - c. Interview CoveCoach mentors
 - d. Oversee CoveCoach training content and conduct the trainings
 - e. Regularly coach CoveCoach mentors toward trauma-informed care
 - f. Occasionally meet with CoveCoach teams
 - g. Ensure CoveCoach teams have resources to equip them with their role
2. Host Home Recruitment & Training (45%)

THE COVE- HEART OF TEXAS, INC.
JOB DESCRIPTION

- a. Identify key community members of interest to serve as host home parents
 - b. Provide information sessions in various settings in the community for recruitment
 - c. Meet extensively and interview selected host home parents
 - d. Oversee host home parent training content and conduct host home parent trainings
 - e. Regularly coach host home parents toward trauma-informed care
 - f. Lead monthly support groups for the host parents
 - g. Ensure host parents have resources to equip them with their role
3. Admissions & Case Management (15%)
- a. Meet with identified students in need of housing
 - b. Schedule admission with youth & parent/guardian for paperwork and explanation of the program
 - c. Assist the youth in transportation to the host family and do an orientation with the youth and host family at the time of admission
 - d. Provide case management and service coordination for youth who are in the host home program within Cove time frames
 - e. Ensure there is a transition plan for the youth from the host program that can be worked toward throughout the youth's stay
 - f. Work with WISD Homeless Liaison to set up transportation from Host Home to WISD High Schools
 - g. Complete exit surveys with youth on their experience
 - h. Facilitate communication between the youth and host parent
 - i. Other duties as assigned
4. Other Duties as Assigned (5%)

The Mentorship & Housing Coordinator should be able to complete the following tasks:

- Fill out an application
- Pass a background check run by The Cove

Commitment to Diversity

The Cove actively engages young people from all backgrounds. We are committed to embracing diversity within our organization because we firmly believe that a diverse employee team helps us to achieve our best organizational outcomes and provide the most effective support to our young adults as we work to close the Opportunity Divide. We are deeply dedicated to creating and maintaining an inclusive and supportive work environment.

As an equal opportunity employer, The Cove is committed to providing employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics, or any other basis prohibited by applicable law.

THE COVE- HEART OF TEXAS, INC.
JOB DESCRIPTION

Compensation & Benefits

The salary is competitive and commensurate with education and experience. Our benefits package includes funds designated towards health care coverage. Operating funds are available to support staff through professional development opportunities.

To Apply

Please submit a thoughtful cover letter and resume with at least two references to KayleighC@thecovewaco.org. Note that applications without a cover letter will not be considered. We respectfully request no phone calls.

Equipment used: Computer, printer, multi-line phone system, copier and fax machine.

Mental Demands/Physical Demands/Environmental Factors:

Work demands lifting supplies or materials (0-15 lbs). Work demands require close visual attention. Work demands require prolonged mental concentration. Work demands may expose individuals to hazards that may result in some injury, lost time, or threat to one's personal health. Work demands maintaining composure under stress. Work demands prioritizing multiple needs and deadlines. Work demands time spent with Unaccompanied Homeless Youth (UHY).

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The Executive Director may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.