

Job Description

Title: Program Specialist, Transitional Living Program (TLP) - Part Time
Reports to: Interim Program Manager, TLP
Classification: Non-Exempt
Hours: Part-Time, typically 2nd shift (2pm-10pm), with weekend shifts included
Pay Range: \$16-20/hour depending on experience and education
Work Week: Monday 12:00 AM to Sunday 11:59 PM (AGENCY WORK WEEK FOR CALCULATING OVERTIME)
Required to Transport Clients? Yes
Required to Drive in the Course of Conducting Business? Yes
Meets Policy Requirements for Personal Cell Phone Use Stipend: No
Meets Policy Requirements for Company Cell Phone: TBD

Background

Since 1975, Pendleton Place (PP) has been a place of safety and comfort for children, youth, and families affected by foster care, homelessness, poverty, and trauma. PP is committed to innovative approaches that will ensure children & youth are safe, families are whole, and communities are strong.

The Pendleton Place community youth programs offer safe, inclusive, and nonjudgmental spaces to youth who are experiencing or at risk of homelessness. Our day and SOAR 864 programs provide street and general outreach, as well as a safe and comforting drop-in center to meet the basic needs (i.e., showers, laundry, food, etc.) of youth who are living on the streets, couch-surfing, or are otherwise living without a permanent address. Our housing programs provide pathways to independent housing through our HUD Youth Transitions and our FYSB Transitional Living Program (TLP). Our TLP provides up to 18 months of intensive support and two tiers of housing based on individual participant needs. Services provided by the Pendleton Place Community Youth Services (CYS) include drop-in hours, youth case coordination supportive housing services, and street outreach. Pendleton Place is an authorized Thrive Hub location and CYS staff can assist participants in applying for state and federal assistance, increasing their access to various benefits and services that will improve their overall health and stability. The CYS works extensively with youth who have experienced trauma, often in the form of childhood maltreatment, system involvement, housing instability, and/or trafficking. The CYS also collaborates closely with Pendleton Place's Residential Services, particularly the Emergency Youth Shelter and the Safe Place program.

Position Summary

The *Program Specialist, TLP (PSTLP)* is responsible for assisting TLP participants achieve stability, independence, and success. The PSTLP creates an environment where the needs and concerns of diverse populations are appreciated by promoting an environment that is conducive to life skills development. The PSTLP will offer brief counseling and assist participants with academic and employment obligations through guidance and transportation, support their personal and social concerns, make timely referrals to internal staff (Case Manager) or external organizations, help mediate roommate conflicts, and respond to crisis situations. The PSTLP will also notify Pendleton Place management and leadership teams of maintenance issues and safety concerns. The PSTLP will produce excellent documentation and attend regular staffing with TLP leaders. In support of TLP resident independence goals, the PSTLP will help each resident meet and maintain goals for physical health, mental health, education, socialization, and independent living as developed with the TLP CM. The PSTLP will use trauma-informed, positive youth development practices while maintaining professional boundaries.

Essential Functions of Position

1. Provide guidance, support, and brief counseling to TLP participants, including but not necessarily limited to helping with homework, job applications, and other independence-focused activities.
2. Coordinate with *Interim Program Manager, TLP*, as-needed to co-create solutions and actions steps. This may include general cleanliness, laundry, bathroom upkeep, cooking, conflict resolution, and other regular activities.
3. Assist TLP participants with daily activities as needed to ascertain skills levels related to independent functions, including maintaining cleanliness of environment.
4. Coordinate with TLP staff to manage any crises or disputes which may arise among TLP participants, employing mediation and motivational interviewing techniques as necessary.
5. Use creative recreation activities to enhance participants' comprehension of skill-building lessons (i.e., use Monopoly to teach about financial management).
6. Coordinate scheduling for IL skills sessions weekly for Tier 1 and Tier 2 TLP participants and coordinate external experts to deliver programming as necessary.
7. Provide referrals, assist in transport as needed.
8. Work with TLP leaders to coordinate communities of care, in accordance with Council on Accreditation (COA) standards, that build skills and offer supports that lead to self-sufficient, healthy, productive, and stable adult lives.
9. Actively support youth using PYD framework and trauma-informed care by utilizing youth feedback and providing opportunities for youth to: have voice in identifying and building out their own programming, co-lead events, identify areas of interest for future programming, and expand their social networks/
10. Regularly participate in case staffing and planning in collaboration with the TLP staff.
11. Support the coordination of the CYS community partner/volunteer calendars.
12. Provide direct assistance to participants as they navigate challenges.
13. Work proficiently with diverse populations and accommodate special needs, as appropriate, to ensure effective service are provided.
14. Demonstrate problem solving, critical thinking, and time management skills.
15. Work independently and effectively with direct manager and other program leaders.
16. Ensure all participants understand their rights and maintain the highest protections for participant privacy and confidentiality.
17. Adhere to a commitment to high-quality case documentation, all recorded electronically in the Homeless Management Information System database, or HMIS, as well as extendedReach for shift reports.
18. Other duties, as needed and required to ensure quality youth outcomes.

Required Qualifications

1. Minimum of an earned 4-year degree from an accredited college or university preferably in social work, counseling, public health, rehabilitative counseling, psychology, sociology, child advocacy, poverty studies, or child and family studies.
2. At least one (1+) year of relevant work experience working directly with youth (17-21).
3. Satisfactory criminal history and background check determination (Child Abuse and Neglect Central Registry, criminal background check, Sex Offender Registry, Motor Vehicle History, fingerprinting, etc.).
4. Ability to comfortably and effectively engage with diverse youth and young adults.
5. Ability to maintain calmness in crises.
6. Ability to serve as a role model for all participants.

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7. Will have or will obtain CPR/First Aid certifications within six months of employment and maintain certification as required under local/state regulations.
8. Possess a valid South Carolina's Driver's License.
9. Physical ability to lift and carry 50 pounds, bend and stoop to perform essential duties.
10. Ability to be outdoors in cold and/or heat for active participation for recreational engagement with the youth.
11. Ability to understand, enjoy, and be comfortable engaging with youth.
12. Ability to serve as a role model for all participants.
13. Ability to work cooperatively and communicate effectively with team members.

Desirable Qualifications

1. Ability to use organizational skills that enable the performance of duties in a timely fashion with attention to detail.
2. Bilingual in English and Spanish.
3. Ability to effectively communicate, both orally and in writing
4. Flexibility and Resiliency: the ability to quickly and decisively adapt to changing situations and continue to progress toward Agency's goals and priorities
5. Ability to effectively employ problem solving and critical thinking skills
6. Exercise good customer service techniques, effective communication, and problem solving skills using follow-up techniques
7. Knowledge of case management and counseling techniques
8. Ability to operate a computer in regards to Microsoft Word, Excel, and Outlook, along with agency database system(s) for file documentation and monitoring outcomes
9. Ability to work flexible hours daily and weekly to fulfill position duties

Physical Demands				
Stand	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Lifting Requirements				
10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Pushing and Pulling Requirements				

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12 pounds or less	Constantly	<input checked="" type="checkbox"/> Frequently	Occasionally	N/A
13 to 25 pounds	Constantly	<input checked="" type="checkbox"/> Frequently	Occasionally	N/A
26 to 40 pounds	Constantly	Frequently	Occasionally	N/A

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41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Definitions				
N/A	Not Applicable	Activity is not applicable to this occupation		
O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)		
F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
C	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)		

The organization has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your At-Will employment, and the organization reserves the right to change this job description and/or assign tasks for the employee to perform, as the organization may deem appropriate.

I _____ have read and understand this job description and agree that I am able to perform the essential functions outlined in this job description. I understand that failure to provide information or omission of information pertaining to my ability to meet the requirements of the job or my inability to perform the essential job duties will be cause for immediate termination of employment, regardless when or how discovered.

Signature: _____

Date: _____

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