

OUR EXCITING OPPORTUNITY

Community Action Partnership has an exciting opportunity for

Youth Services Coordinator

Under the direction of the Youth Services Program Manager and under the department of Youth and Family Programs (YFP), the Youth Services Coordinator will perform a variety of duties for the Youth Empowerment Program to empower youth and young people to become the best versions of themselves. In partnership with local school districts, youth serving organizations, and the CAP OC Family Resource Centers, youth will be engaged annually in prevention activities through a variety of culturally relevant activities; playing a critical part in the work and dedication of *Community Action Partnership of Orange County's* initiatives. It's leadership with a cause and the rewards are immeasurable!

WHO WE ARE

Born out of the War on Poverty more than 50 years ago, Community Action Partnership Orange County (CAP OC) is a trusted resource for Orange County community members who face obstacles such as food insecurity, unemployment, economic turmoil and more. We walk alongside the people we serve, and we act to meet immediate needs without delay. Our programs help empower people to improve their lives and their communities. We see poverty as an unacceptable reality for our neighbors and rally with key partners to help facilitate change.

CAP OC hires professionals who support and embody the following **EPIC** values:

Going above and beyond in every interaction and activity we undertake. We strive for **EXCELLENCE** in service, keeping a pulse on the most up to date innovations within our industry. Together we continually assess and improve the way to work and enhance the strategies we utilize to meet the needs of our community.

Reaching our goals by working collaboratively with each other and our community. We are working to do the things that have not been done empowering families and individuals to financial independence, breaking the cycle of poverty, creating financial equity, combating food insecurity, and establishing healthy and energy-efficient living conditions for all through social innovation. All of this takes **PROACTIVENESS**, and an intrinsic motivation that drives us to go above and beyond to create cutting-edge trends and program designs. We have the will and the energy and won't stop until the needs of our underserved community no longer exist.

We are a team of high **INNOVATION**. We value the work we do; the people we serve; and treat each other with respect and kindness. We also have an environment of engaging in social economic justice by sharing of ideas and not afraid to try new things that increases our educational capacity. We think outside of the box, and challenge prevailing assumptions about issues of poverty.

Reaching our goals by working in partnership with each other and our community. The work we do is deeply rooted in the **COLLABORATION** we have with our community and its citizens. We care about the legacy of community action partnership and go above and beyond to ensure we support each other in bringing forth the services and resources that will positively change generations forever.

We have remained true to our mission *“We seek to end poverty by stabilizing, sustaining and empowering people with the resources they need when they need them. By forging strategic partnerships, we form a powerful force to improve our community.”*

VALUES

In addition to our EPIC values our external values are as follows:

Leadership

We are guiding critical shifts in how people think and act to address the root causes of poverty

Collaboration

We bring together all capable partners to achieve transformative results

Trust

For over 50 years, the community has counted on us to empower those in need

Compassion

We treat each person we serve respectfully and with great care

Justice

We are passionate about advocating for those living in poverty and creating equity throughout the region

WHAT YOU WILL ACCOMPLISH IN THIS ROLE

Under supervision of the Program Manager, the Youth Services Coordinator will support youth engagement that focuses on youth empowerment and activism specifically in communities disproportionately impacted by the harmful effects of poverty.

Duties accomplished will include culturally and linguistically appropriate social justice youth development, peer-to-peer support and mentoring programs that are culturally empowering, trauma-informed, and focused on youth ages 7-17 and young adults from 18-26.

Activities accomplished must also apply an intersectional approach to health equity through policy, systems, and environmental change, with an emphasis on changing social norms around substance use, preventing harms and risks associated with substance use that include empowerment and leadership development opportunities. In addition:

- Bi-lingual in English/Spanish required.
- This is an on-site work location (5 days per week) providing youth services primarily served at CAP OC's, Anaheim Independencia FRC (Anaheim).
- Be available to work some evenings and weekends, based on program needs.



- The salary range for this position is \$23.00 - \$24.00 per hour.

ROLES AND RESPONSIBILITIES

- Deliver the Youth Empowerment Program objectives and deliverables at CAP OC Family Resource Centers, local schools, and youth serving organizations engaging youth participants in education and prevention activities.
- Partner with Family Resource Centers, local schools, and youth serving organizations to present about the program, recruit youth participants, and carry out programming.
- Encourage positive relationships among youth participants with Family Resource Center staff, school staff, and youth serving organization staff.
- Host and participate in Family Resource Center meetings.
- Develop a peer-to-peer education model, with activities that include opportunities for youth to evaluate harm and provide strategies to engage youth with substance use history or those at-risk for substance use.
- Provide training on leadership skills, restorative justice to reduce harm, and assist in developing strategies for policy, systems and environmental (PSE) change.
- Support youth with suggested activities: arts-based, culturally relevant educational campaign, murals, PSAs, spoken word, photovoice, and dance/music, to promote a healing approach to the War on Drugs.
- Assist in the creation, implementation and facilitation of CAP OC's Youth Empowerment Program curricula.
- Host yearly youth listening sessions as a forum where teens will present their findings, activities accomplished, share their policy, systems and environmental change strategy, and enlist the support of local decision makers.
- Plan, organize, and participate in Youth Services Program events, activities and field trips.
- Measure and record outcomes on Apricot360 data system via case notes, attendance tracking, participation in program activities, and pre/posttest surveys assessing knowledge, skills, and behavioral change.
- Administer program pre and post tests and enter results into data system(s).
- Assist with completing quarterly progress reports and a cumulative final report to funder.
- Work collaboratively and effectively with Program Manager, Youth Services staff/interns, Family Resource Center staff, and all staff with the YFP department and CAP OC.
- Other duties as assigned.

THE IDEAL CANDIDATE HAS KNOWLEDGE AND EXPERIENCE IN

- Working with kids (ages 7-10), teens (ages 12-17), and young adults (ages 18-26), of various cultural and ethnic backgrounds.
- Working with communities disproportionately affected by poverty.
- Trauma informed care, harm reduction, crisis intervention and de-escalation.
- Policy, systems and environmental change strategies that modify larger structures to make healthy choices practical and available to all community members.
- Building rapport with youth, schools, community centers, and youth serving organizations.
- Working both independently and collaboratively within a team.
- Providing services, presentations, and facilitating meetings in-person

- Mentoring leadership development, peer-to-peer education models, and family engagement.
- Creating and administering curriculum and pre/post surveys to measure knowledge, skills, and behavioral change.

IDEAL CANDIDATE MUST BE

- Customer service oriented: Establish rapport with staff, agencies, and participants from culturally diverse backgrounds.
- Ethically Focused: Understand ethical behavior and business practices. Ensure own behavior and others' behavior is consistent with these standards and aligns with the organization's values.
- Inclusive: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Work focused: Being detailed oriented while working accurately and efficiently on a consistent basis without assistance. Strong organizational skills. May require working weekends/ evenings/ holidays when/if needed to meet client/production demands. Workdays and hours of work are subject to change. May work both onsite and remotely and must have ability to fluidly transition between onsite work and remote work.
- Language skilled: Demonstrate a clear, concise, and effective command of the English and Spanish languages, both oral and written.
- Mathematical: Write, compose, and complete mathematical calculations correctly and in a timely manner. Compose and compile numbers, statistical data, and obtain other information for forms, reports, and presentations.
- Computer literate: Competently use the Internet, Web based databases, Microsoft Office (WORD, EXCEL, POWERPOINT, PUBLISHER and ACCESS) and other applications via an office/laptop computer, PC Tablet/Notebook, I-Pad, Camera, Printer, Projector, Copier, Smart cell phone and/or other electronic devices. Experience with virtual communication platforms. Use a variety of computer databases to ensure that client records, statistics and reports are completed.

EDUCATION AND EXPERIENCE

- Bachelor's degree required from an accredited university in child/adolescent development, human services, or related field with a combined minimum of 12 ECE (Early Childhood Education) units preferred.
- Minimum 1-year experience in trauma informed care, harm reduction model, and crisis intervention preferred.
- Minimum 2 years' experience working with vulnerable populations, at-risk children, young adults and directly with the community with issues related to poverty preferred.

TRAVEL

Possess a valid California Driver's License with a driving record that meets minimum standards established by CAP OC insurance carrier, proof of vehicle insurance, access to a vehicle and willingness to drive/travel when required.

Typically, travel is required throughout Orange County, and occasionally to other areas as needed, during the business day using the incumbent's personal vehicle. Possible travel during evening hours and/or possible out-of-the-area may be required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The work environment for this role is predominantly indoors in an office environment. While performing the duties of this job, the employee is regularly required to bend, stoop, reach, pull, push, stand, kneel, sit, twist, turn, stand, walk, bend at the waist, talk and hear, vision abilities include close vision, distance vision, color vision, ability to adjust focus, prolong manual dexterity of wrist and fingers, and prolong computer work. Employee will experience prolong periods of both sitting and/or standing in an office environment. The employee must regularly lift and/or move objects up to thirty (30) pounds.

MEDICAL EXAMINATION AND BACKGROUND CHECK

A medical examination is required of each new employee whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective employees must pass a pre-employment physical, drug screen, Live Scan and background check. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

THE PROMISE OF COMMUNITY ACTION

Community Action changes people's lives, embodies the spirit of hope, improves communities, and a makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

HOW TO APPLY

Please Apply at Community Action Partnership of Orange County's website at www.capoc.org.

