



POSITION DESCRIPTION: Youth Support Specialist

The Choice Program at UMBC provides mentoring and advocacy services to young people--primarily Black and Latinx-- throughout central Maryland. We utilize a community-based, family-centered approach in order to promote quality outcomes for young people and families. We engage in a collaborative process of service: where young people set goals for themselves and are held accountable by supportive adults along the way. Our approach to youth development is grounded in applied critical race theory and culturally responsive, trauma-informed, restorative practices. We strive to be an anti-racist organization grounded in several core values: holistic development, the belief in humans, dismantling hierarchies, and youth-centeredness.

OVERVIEW

The Choice Program is excited to offer this 3-6 month contractual position as an entry level position in human services. The specialist provides holistic services to meet the needs of 15 youth/families in The Choice Program. Specialist will provide virtual (phone calls and web based platforms) and in - person mentoring, goal planning and barrier mitigation to youth throughout central Maryland. The specialist is directly accountable to and supervised by the Assistant Director. Specialists will work in partnership with AmeriCorps members to ensure quality services are provided to program participants. The Choice specialist maintains a flexible schedule up to 30 hours a week unless approved by a supervisor.

KEY RESPONSIBILITIES

- Serves as a positive role model for program youth
- Maintains a caseload of 15 youth in a designated catchment area
- Services are hybrid: in person, community based direct services and in an office setting: mentoring, to include advocacy, goal planning and barrier mitigation services for young people and their families. Families can opt into some virtual services.
- Provides periodic assessments of youth and family situations via bi-weekly service planning sessions
- Develops and maintains collaborative relationships with parent/guardian/families
- Brokers resources for youth and families
- Schedule and facilitate youth welcome meetings and assessment interviews.
- Develops a goals centered service plan.
- Documents all interactions with youth and family members, writes monthly reports and provides funders with weekly updates.
- Notifies supervisory staff immediately in the event of a youth crisis, suspected illegal activity or any other youth, AmeriCorps member, staff or program incident.

- Adheres to program personnel and procedure manuals and to Choice confidentiality policies
- Maintains program equipment (i.e. cell phones, computers, etc.)
- Evening and weekend work required

QUALIFICATIONS:

High School Diploma required. Associates Degree or 2 years of college/48 credits preferred

2 years of relevant case management experience required

Experience working with Microsoft Office, Zoom, Webex and Google Meet

Understanding of trauma informed care, restorative practices and positive youth development

Driver's license and access to an insured vehicle required (***Mileage will be reimbursed when using your own vehicle***)

Commitment to fulfill contract

Ability to work independently and as a team member

Possesses good oral and written communication skills

Ability to project a positive attitude and use a strength based approach.

Must have access to computer and internet

COMPENSATION:

\$22/HOUR

22-30 Hours per week.

Reimbursement for youth activities up to \$25 per occurrence

Availability required:

Must have afternoon, evenings and weekend availability (as late as 8:30pm)

1 weekend per month with some availability between (Friday-Sun) 12-8:30

APPLICATION:

To apply please submit the following materials to ChoiceServes@umbc.edu:

1. A completed application (please [*follow this link*](#), make a copy of the application, and retitle with your name)
2. A resume and cover letter.

After materials are received, an interview and a shadow experience will be scheduled before a determination is made.