

Company Description:

The Children Youth and Family Collaborative (CYFC) is a nationally recognized, faith based organization serving over 5,000 foster and at risk youth at twenty-nine sites in Los Angeles and Compton. CYFC utilizes a holistic approach to enhance the academic and social development of participants through educational support, mentoring and enrichment opportunities. CYFC makes the connection between disadvantaged youth and a caring community through partnerships with all five major Los Angeles colleges and universities, the Los Angeles and Compton School districts, community groups, faith based organizations and the Los Angeles Police Department.

M/F/D/V

Open Positions:

Job Title	Status	Pay
Licensed Clinical Social Worker	Part Time Temporary	DOE
Parent and Family Literacy Coordinator	Full Time Permanent	\$34k/yr
Special Projects Assistant	Independent Contractor	DOE
Bookkeeper	Part Time Permanent	DOE
Site Coordinator	Full Time Permanent	\$30k/yr
Tutor	Independent Contractor	\$12/hr
Facilities Coordinator	Independent Contractor	\$9/hr
Data Entry Specialist	Full Time	\$12/hr
Master Tutor	Full Time	\$12-\$15/hr
Tutor Coordinator	Full Time	\$30k/yr

Position Descriptions:

Licensed Clinical Social Worker

Summary:

Under general direction, this position plans and coordinates activities of the Social Work Program to ensure that established goals and objectives are accomplished in accordance with prescribed priorities, time limitations, and funding conditions; exercises

independent judgment in the course of carrying out overall duties and responsibilities. Participate as a member of the Interdisciplinary Team in the development and implementation of the Individual Habilitation Plan. Perform required documentation, such as annual social services and pre-placement conference evaluations in a timely manner. Act as a liaison between consumer, families, programs, agencies and departments. Provide individual and family counseling and therapeutic interventions. Coordinate with the regional projects, regional centers, staff and facility regarding admissions, transfers, discharges and follow-up services. Schedule required planning conferences. Attend and participate in training as required.

Duties:

- Provide support and advocacy to youth and families by assuring and coordinating appropriate services, including but not limited to, psychological support, emergency needs and other social supports.
- Address the needs of the whole student by addressing family needs.
- Provide student and parent referrals to meet family needs.
- Coordinate referrals made by site coordinators and school staff.
- Coordinate services with school staff and on-site school services providers.
- Address the "whole child" by addressing family needs, including, but not limited to, case management, individual and group counseling, therapeutic interventions and referrals to families of program participants.
- Act as a liaison between program participants, families, programs, agencies and departments.
- Provide leadership and clinical supervision to Social Work Interns placed at CYFC.
- Serve as intermediary between classroom learning for Social Work Interns and field instruction at CYFC
- Complete evaluations and management assignments related to field instruction for Social Work Interns.
- Provide feedback to interns on written work, as well as field placement experience.
- Work with interns to arrange hours and scheduling at school sites.
- Act as a liaison between CYFC and the various colleges and universities.
- Attend required trainings and meetings for field instructors, held by participating colleges and universities
- Work closely with Site Coordinators, Project Specialists, school personnel and on-site school service providers to assess, access and provide referrals to families on such needs as literacy, housing, medical coverage, jobs, etc.
- Identify and partner with specialized services to support the needs of parents/families of Project Advance students.
- Deal effectively with sensitive and confidential information.
- Counsel families on resources available to them.
- Perform continuous outreach, recruitment and referrals activities.
- Conduct parent/student intake and assessments.
- Assure that parents enrolled in Social Work Program have students enrolled in Project Advance.
- Maintain Parent and Student Rosters.
- Maintain Social Work Department database of program participants.

- Compile and prepare reports of program activities.
- Collects, analyzes, projects and drafts program information.
- Prepare and maintain reports, records, charts, files and related program documents as required.
- Develop and implement work shops, trainings, field trips and other enrichment activities that reduce barriers to students' academic progress.
- Provide incentives to parents and students to encourage program participation.
- Motivate and encourage higher education and exposure to new experiences, while addressing needs of families based upon needs assessments.
- Conducts audits to ensure that program goals and objectives are being met.
- Develop work plans and protocols that address agency, program and grant requirements.
- Develop Social Program Syllabus/Calendar for the Academic Year.
- Report program outcomes as needed for funder, administration, grants, research and evaluation purposes.
- Develop and maintain forms, protocols, procedures to capture Social Work Program services.
- Develop and implement project specific workshops and trainings.
- Represent the organization at meetings and social functions in order to network and build organizational and community relationships.
- Maintain a library of resources and referrals for families and students.
- Manage established program budget.
- Maintain Social Work Department Manual.
- Other duties as required.

Requirements:

- Completion of a Master's Degree Program from an accredited School of Social Work, approved by the Council of Social Work Education.
- Possession of a valid license as a Licensed Clinical Social Worker issued by the California Board of Behavioral Science.
- Completion of field instructor training through an approved university program to supervise Social Work Interns.
- Two years experience in the post graduate social work, case management, counseling and service planning.
- Familiarity with community resources and referral process is necessary.
- Bilingual in Spanish/English proficiency preferred
- Working knowledge of Microsoft Office Suite
- Excellent written and verbal communication skills.
- Dependable transportation.

Parent and Family Literacy Coordinator

Summary:

Identify and mitigate the inhibitors to the academic success of students in the organizational program based on family concerns, issues or problems. Effectively

manage cases and work closely with site coordinators and school personnel to identify, make referrals and provide resources for families.

Duties:

1. Provide holistic case management for the students participating in the programs of the organization
 - a. Partner with team leaders and site managers to assess access and provide referrals to families on such needs as literacy, housing, medical coverage, jobs, etc.
 - b. Identify and partner with specialized services to support the needs of participant's families.
 - c. When necessary, serve as a bridge between the student and the parent relative to literacy.
 - d. Work to reduce the barriers to academic progress on the student's part.
 - e. Deal effectively with sensitive and confidential information
2. Conduct workshops, cultural events, recognition events
 - a. Develop, revise and implement innovative parent curriculum
3. Counsel families on resources available to them
 - a. Conduct parent meetings.
 - b. Develop a system for engaging parents with CYFC and the school

Requirements:

1. Masters in Social Work (MSW)
2. License in Clinical Social Work preferred
3. Experience in case management essential
4. Knowledgeable of federal, state and local social services resources to support families essential
5. Working knowledge of educational systems and protocols

Special Projects Assistant

Summary:

Works closely with the CEO and Special Projects Manager through whom all work product must be approved prior to use, distribution or implementation. Monitor, direct and chronicle the day-to-day operations of academic and support programs to ensure that policies and procedures are being followed, that goals and objectives are met, and that services and projects are being accomplished efficiently and effectively. Analyze and make recommendations for improvements and enhancements to program management to meet changing mission parameters, grant requirements, operational changes and to maximize service provisions.

Duties:

1. Conduct site visits, make periodic inspections and report findings to the Management Team
2. Monitor, direct and chronicle the day-to-day operations of academic and support programs to ensure that policies and procedures are being followed, that goals

- and objectives are met, and that services and projects are being accomplished efficiently and effectively.
3. Make recommendations on staffing needs and performance.
 4. Analyze and make recommendations for improvements and enhancements to program management to meet changing mission parameters, grant requirements, operational changes and to maximize service provisions

Requirements:

1. Bachelors degree, preferably in education
2. Strong interpersonal skills and team member
3. Must have the ability to prioritize tasks and meet executive deadlines
4. Dependable transportation to get from site to site to conduct the business of the organization is critical
5. Demonstrate strong administrative and managerial skills
6. Possess strong computer skills
7. Superior organizational skills

Bookkeeper:

Summary:

Keeps records of financial transactions. Verify, allocate, and post details of business transactions to subsidiary accounts in journals or computer files from documents, such as sales slips, invoices, receipts, check stubs, and computer printouts. Summarize details in separate ledgers or computer files and transfer data to general ledger, using calculator or computer. Reconcile and balance accounts. May compile reports to show statistics, such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of business. May calculate employee wages from plant records or time cards and prepare checks for payment of wages. May prepare withholding, Social Security, and other tax reports. May compute, type, and mail monthly statements to customers.

Duties:

1. Assist in cash flow management, including direct contact with customer/vendors
2. Compile business reports
3. Calculate employee wages
4. Manage supplies, including forecasting needs and purchasing

Requirements:

1. Bachelor's degree or experience with emphasis on business math, bookkeeping, and accounting
2. Knowledge of Microsoft Office
3. QuickBooks and Excel Experience Required
4. Strong interpersonal skills
5. Strong organizational skills

Site Coordinator: (10 – 15 needed to start in September)

Summary:

Implement the program design plan as detailed in the grant. Bring together all stakeholders in the school community to ensure that low performing foster youth, probation youth, and at risk youth improve their academic performance and social behavior in accordance with the benchmarks set forth in the grant. Work directly with the youth in their program, actively recruit Mentors and volunteers, participate in all CYFC Special Projects, and ensure that other staff members, service providers, and partners, fulfill their responsibilities at their site. Coordinate all enrichment activities, conduct assessments, maintain youth and site records, identify emergency crisis services and referral and respond according to accepted crisis intervention methods and techniques.

Duties:

1. Mentor Management
 - a. Ensure that Mentoring sessions are supervised by CYFC Staff or Personnel.
 - b. Ensure Mentors comply with all Center Policies and Procedures.
 - c. Ensure Mentors complete all reporting forms.
 - d. Train Mentors on Center Rules and Policies.
 - e. Assist Mentors in the use of Mentor Guidebooks and Activities.
 - f. Assist Mentors in the facilitation of teambuilding activities, life skills curriculum.
 - g. Support Mentors according to their needs.
 - h. Ensure Mentors follow their daily tasks according to the Mentor Description.
 - i. Communicate with Mentors to determine comfort and competency.
 - j. Prepare Mentor on the youth matched regarding behavior, character, academics, and any other beneficial information.
 - k. Answer any questions Mentors may have regarding the position, youth, activities, etc
2. Protégé Management
 - a. Oversee and motivate youth to meet their program and individual goals.
 - b. Determine youth needs regarding Mentors.
 - c. Create a profile on youth to be matched, for the purpose of character insight for the Mentor.
 - d. Track youth progress and attribute any effects relating to Mentorship.
 - e. Assign youth to an individual or group Mentor as determined by the Mentor Coordinator.
 - f. Assign youth to peer tutoring groups or individual tutoring.
 - g. Track the youth's participation in the Centers Programs.
 - h. Tutor Youth as needed.
 - i. Maintain confidentiality of youth records, information, as needed.
3. Site Management
 - a. In coordination with the Mentor Coordinator develop innovative strategies for youth's enrollment and participation in the program.
 - b. Oversee, coordinate, organize and participate in the recruitment of all youth.

- c. Develop a written recruitment plan for youth.
 - d. Responsible for full enrollment of youth.
 - e. Work with the case manager, school, LAPD to identify all foster care and kinship care youth, at risk youth and probation youth.
 - f. Maintain sign in forms for all mentees, teachers, volunteers, youth and service providers.
 - g. Arrange for or deliver tutoring.
 - h. Ensure all procedures of the Center are implemented such as Mentor/protégé sign in procedures, compliance with the Centers Rules and Policies.
 - i. Ensure the youth participants enroll in after school tutoring and enrichment activities.
 - j. Develop and maintain a Site Program Manual.
 - k. Develop program syllabi and other program materials as requested.
 - l. Create an environment that provides grade appropriate learning materials.
 - m. Ensure that all Center components (Academic, Mentoring, Enrichment, Empowerment, Supportive Services) are delivered.
 - n. Develop and submit budget regarding field trips, recognition events, enrichment activities, and youth incentives.
 - o. Ensure that youth complete all forms and youth contracts
4. Reporting
- a. Ensure Mentors record every session according to Mentor Reporting Forms.
 - b. Ensure that youth complete all forms and youth contracts.
 - c. Ensure all youth complete the Mentor Matching Forms and submit to Volunteer and Mentor Coordinators.
 - d. Upon enrollment in program notify teachers by utilizing Notice to Teacher Forms.
 - e. Distribute and maintains copies of Teacher Progress Reports.
 - f. Distribute and maintains copies of Principal Progress Reports.
 - g. Attend school staff meetings and professional development days.
 - h. Maintain a record of all enrichment activities, field trips and youth participation in these activities.
 - i. Facilitate weekly Site Meetings with Site Staff, Volunteers, and Mentors.
 - j. Attend Bi-Weekly CYFC Site Meetings.
 - k. Attend Quarterly CYFC Staff Meetings.
 - l. Complete Weekly Reports to Mentor Coordinator.
 - m. Complete End of Semester report forms and submit to Mentor Coordinator.
 - n. Complete End of Year report and submit to Mentor Coordinator.
 - o. Submit an adjusted budget for Site materials and curriculum.
 - p. Submit the budgets and proposed field trips ideas to the Mentor Coordinator at least two months in advance of the planned activity.
5. Evaluation
- a. Supervise the collection of data ensuring state and federal reporting compliance.
 - b. Responsible for maintaining data in program files.

- c. Work closely with the Mentor Coordinator and Case Manager to obtain all program eligibility data on each youth.
 - d. Evaluate all Mentor activities and enrichment activities success and youth participation.
 - e. Review all reporting forms from Mentors to determine effectiveness and positive progress.
 - f. Determine through interviews, surveys, and observation that youth are enjoying and progressing with their Mentor.
 - g. Adjust future plans accordingly to results of all evaluations.
 - h. Create a steering committee, of staff, partners, teachers and youth to function as collaborators and advisors.
6. Sustainability Plan
- a. Collaborate with school stakeholders in the development of a sustainability plan.
 - b. Motivate community members and parents to support the program through both volunteerism and financial support
7. Case Management
- a. Collaborate with school personnel, LAPD, case manager and Mentor Coordinator in creating a strategy for improving youth performance for each participant.
 - b. Work closely with LAPD, Site Staff, Mentors, Parents/Guardians and Mentor Coordinator to conduct needs assessments and intake for all program participants.
 - c. Implement a process for accurately recording the youth's activities during each visit to the Center.

Requirements:

1. Bachelors degree in related field
2. Previous classroom and/or counseling experience
3. Curriculum development knowledge and skills
4. Previous experience working effectively with high school students
5. Excellent communication and organizational skills
6. Strong interpersonal skills
7. Attention to detail and follow through
8. Self starter, initiative and creativity
9. Working knowledge of Microsoft Office
10. Must have dependable transportation

Tutors: (need upwards of 100 to start in September)

Summary:

Deliver the highest standard of academic tutoring to students participating in the organization's programs. Provide continuity, documentation of progress and/or challenges, and added value to the students experience from an academic perspective.

(We would like to invite tutor applicants to our Headquarters to complete the testing portion of our application process. We are available Tuesdays and Thursdays from 10am – 12noon and again from 2pm – 4pm. While they are not timed, the two required tests can take approximately 1½ hrs to complete, so please plan your visit accordingly. There is no

need to call ahead of time on these days, applicants can just come to our office and let the receptionist know you are here to take the tutor tests. You will be given an application along with an English and math test. Both tests must be passed in order to be considered for a tutor position. Upon successful completion of the tutor tests, you will be invited in for an interview with Human Resources. If you have already successfully completed the tests, you will be called within the next week for an interview.)

Duties:

1. Tutor students in academic areas
2. Ensure that students make progress in academic areas.
3. Provide a quality learning experience to students.
4. Document student progress and challenges.
5. Elevate issues or problems to the Site Coordinator.

Requirements:

1. Demonstrated Acumen in one or a multiple of the following academic areas: math, language arts and science
2. Ability to pass a background test and TB test
3. Must have reliable transportation

Facilities Coordinator:

Summary:

Responsible for the cleanliness of the headquarters facility. Make purchases and deliveries of supplies and equipment as required.

Duties:

1. Monitor the condition of the headquarters building to insure safety, cleanliness and comfort of the staff
 - a. Ensure that physical plant is maintained including: trash removal, cleaning bathrooms and kitchen, vacuuming carpets and mopping floors.
 - b. Make pick-ups from vendors.
 - c. Move and/or deliver supplies and equipment to sites.
 - d. Procure office and nutrition supplies
 - e. Special projects as required.
 - f. Assist in document reproduction.
 - g. Informs Vice President of Development of serious maintenance concerns.

Requirements:

1. High School Diploma
2. Must have a dependable automobile in order to do pickups and deliveries of supplies and materials
3. Knowledge of plumbing and heating helpful
4. Ability to work independently
5. Ability to operate office machines

Data Entry Specialist

Summary:

Collect, monitor and retrieve data, the capturing of which is essential to the organization for evaluation, compliance and tracking of information pertaining to program performance and grant requirements.

Duties:

- Implement data tracking systems for grant evaluation purposes within the organization
- Ensure that required grant evaluation data is captured in databases.
- Perform needed data entry tasks.
- Maintain and analyze all databases.
- When appropriate, train staff on data entry procedures.
- Retrieve data when requested by program staff or CEO
- Implement data tracking systems using excel or access for site coordinators, program coordinators, and management.
- Adjust data tracking to incorporate anticipated and experienced variables.
- Interact with stakeholders within the organization to accurately collect required data
- Support CEO with grant research, including but not limited to compiling statistical, or data information.
- Support program staff with outcomes, test scores, grades, and other data.

Requirements:

- Minimum 2 years college education
- Previous experience working with computer systems, databases, data collection and data retrieval
- Ability to work collaboratively with others
- Ability to solve problems and complete tasks on a timely basis

Master Tutor

Summary:

Assist with the day to day operations of the academic site including ensuring that the programs meet grant requirements. Improve the academic performance for each participating student. Assist with identifying foster, kinship care and at risk students for participation in organizational programs. Establish and maintain the appropriate records for the grant and for each participant.

Duties:

- Work with the site coordinator to implement the program as detailed in the grant
- Communicate with site coordinators when concerns or problems arise.
- Assist with the management of administrative tasks including reporting, file maintenance and special projects.
- Establish rapport and working relationships with stakeholders (school personnel, co-workers, tutors, volunteers, parents, students).

- Work with the school personnel, site coordinator and team leader to identify foster care and kinship care youth for participation in other organizational programs.
- Provide all data to database coordinator.
- Assist with the recruitment of students for the program as mandated in the grant
- Tutor students as necessary

Requirements:

- High school graduate or GED
- Familiarity with applicable grants
- Organizational skills
- Previous tutoring experience
- Strong interpersonal skills
- Knowledge of Microsoft Office software

Tutor Coordinator

Summary:

As a member of the Care Team, this position focuses on the education-related needs of the program participants. The Tutor Coordinator coordinates and manages the tutor program by ensuring students in the program are showing continuous progress and that academic interventions target students' specific areas of need. The tutor coordinator is responsible for proposing and implementing tutor training and development, conducting tutor performance assessments and maintaining all tutorial related records. In addition to monitoring the tutor program, the Tutor Coordinator, while working closely with other Care Team members, must collaborate across CYFC headquarters and various outside agencies to share data, address challenges and identify best practices to meet the needs of each program participant.

Duties:

- Coordinate and manage tutor program
- Conduct tutor performance assessments/observations and provide feedback on same
- Collaborate across agencies to develop and implement educational plans for foster youth
- Meet weekly with Care Team to share data, address challenges and identify best practices
- Act as liaison between tutors and Headquarters staff
- Collaborate across agencies to develop and implement educational plans for foster youth
- Meet weekly with Care Team to share data, address challenges and identify best practices
- Act as liaison between tutors and Headquarters staff
- Monitor tutors to ensure daytime and after school academic interventions target specific areas of need and show continuous student progress
- Train school staff to provide academic intervention components at their respective sites

- Hire and train tutoring staff to provide academic intervention components at their respective sites
- Engage foster youth in planning for emancipation early
- Make recommendations to Pre and Post Emancipation Specialist for foster youth approaching emancipation age
- Ensure students are participating in a minimum of 4 hours per week of academic tutoring and remediation
- Meet with students at least two (2) hours per week
- Ensure youth in the program increase one level in math and English Language Arts on the California Standards test
- Proposing, revising and implementing consistent, continuous tutor training and development

Requirements:

- Bachelor's degree in Education or related field
- 2 yrs supervisory experience
- 1 yr experience training staff
- Demonstrated Acumen in the following academic areas: math, language arts and science
- Ability to pass a background test and TB test
- Must have reliable transportation