

YA (Young Adult) Empowerment Caseworker—Job Description

Position Summary:

Keys YA Empowerment Caseworker will assess and support clients in the development and maintenance of skills pertaining to financial responsibility, employment, education, health/mental health maintenance, personal development, and household management based on individual and group needs for clients of HUD funded Transitional Housing Programs serving young adults (18-24 years old) experiencing homelessness.

The position is non-exempt and reports to the Keys YA Housing Program Manager.

Full time equals 37.5 hours per week; occasional evening and weekend hours as required, eligible for flextime and overtime. Extensive driving for client supervision across four counties: Curry, Roosevelt, Quay, and De Baca. Mileage is reimbursement at IRS rate.

Salary and Benefits:

\$16-18 per hour; flextime and overtime eligible; 2 weeks vacation and 2 weeks sick leave accrued annually; 15 Paid Holidays; 3% Simple IRA match; no insurance.

Duties and Responsibilities:

Work with YA Program Manager, NM Coalition the End Homelessness and others to identify and meet the needs of clients based on the policies, procedures, and regulations governing the HUD transitional & rapid re-housing programs at United Way of Eastern NM.

Utilize “Casey Life Skills Assessment” and other tools to develop individualized plans for each client and track client progress on an ongoing basis.

Develop and support client’s adoption of healthy life skills:

- Apartment maintenance, household cleanliness and management
- Health /mental health care management
- Nutrition and hygiene to include chores, cooking, meal planning, shopping
- Financial responsibility- budgeting, bill paying, and saving
- Meeting education, job training, and employment goals

Research, network, and provide connections for residents to become engaged community members through social and volunteer opportunities.

Collaborate with available Educational/Vocational resources (CCC, ENMU, Workforce Solutions, Goodwill) for continuity of vocational and educational services.

Maintain case notes per client interaction in HMIS database

Maintain open communication with Program Manager on client progress, needs, barriers, and challenges. Collaborate with Program Manager to ensure HMIS records meet guidelines and support HUD billing requirements.

May require transportation of clients for medical, employment, and personal events or needs.

Ensure that proper supervision and support of clients is scheduled over evenings and weekends when needed.

Commit to the values of positive youth development, harm reduction, transformative justice, anti-oppression and trauma informed care.

Perform other duties as assigned by the Executive Director/Program Manager.

Job Qualifications:

1. Bachelor's degree in human services field, preferred or equivalent work/life experience.
2. A valid driver's license and personal automobile insurance as required by State of New Mexico Law.
3. Commitment to providing affirming services for LGBTQ+ youth, racial justice and equity, youth experiencing homelessness and other vulnerable populations.
4. Demonstrate a level of professionalism, strong boundaries and personal integrity that can provide a positive and constructive role model for residents.
5. Experience in creation and facilitation of curriculum and groups.

Characteristics:

- Competencies: Must be strength based, detail-oriented, demonstrate strong problem-solving skills, center your work on harm reduction and the belief that all people deserve to be housed.
- Technical: Must be willing to learn about providing trauma informed care, affirming care for LGBTQ+ young people, and commitment to affirming care with BIPOC populations.

- Social Skills: Must be a positive, engaging, open to feedback, collaborative team player with the ability to work as a team and take initiative.
- Leadership: Must demonstrate professionalism, flexibility, and good judgment.
- Mission-Driven: Reinforces UWENM's mission and vision with the organization and the community.
- Collaboration: Working with professionals within United Way and other community organizations to find ways to support our clients' mental health, well-being, and success.
- Personal Growth: Commit to management of your own health and mental health. Demonstrate a hunger to learn effective and skillful means for empowering clients to achieve personal success. Incorporate knowledge of positive youth development, harm reduction, transformative justice, anti-oppression, and trauma informed care into interactions with clients.