



Job Title: Service Coordinator
Reports To: Lead OYS Service Coordinator
FLSA Status: Non-Exempt

Summary

As a Service Coordinator you will have the opportunity to oversee the enrollment and services of at-risk participants ages 14-24 for the Older Youth Services Program (OYS). Support participants as they prepare for independence by conducting individual assessments to determine services needed, making referrals, advocating, crisis intervention, goal planning, and development of curriculum and facilitation of life skills classes.

This position demonstrates commitment to the mission, vision and values of the agency by engaging in respectful, cooperative relationships with customers (i.e., clients, employees and external stakeholders); being accountable for providing services and ensuring safety to customers while empowering customers in achieving the agency's mission.

Primary Responsibilities:

- Enrolling of at-risk participants ages 14-24 to the OYS Program by conducting individual assessments and developing goals to achieve self-sufficiency.
- Provide case management type services to participants providing transportation, conducting home visits, delivering tangible items such as food, hygiene items, safe sex kits, clothing and attend meetings or courts hearings as needed.
- Assist with the street outreach, shelter placement, marketing efforts to reach target population and facilitate training both internal and external.
- Responsible for creating curriculum and facilitating life skills in individual and group setting(s) while leading activities or participating in special events such as leadership camp, educational outings, and community service learning.
- Develop and maintain knowledge of community resources and connect participants to appropriate employment opportunities, education, medical, mental health, shelter, basic needs as needed.
- Create required funder reports and keep track of outcome measures of participants data through Effort to Outcomes (ETO) and other required database systems in a timely manner.
- Perform other duties as assigned.

Qualifications:

- Bachelor's degree preferably in social work, drug and alcohol education, counseling, psychology, sociology, education, or criminal justice.
- Preferred Education/Experience
- Treatment for runaway, homeless, at-risk, and foster care youth is preferred.

Job Knowledge, Skills and Abilities:

- Strong oral and written communication skills
- High level of integrity and demonstrated ability to handle sensitive and confidential information in a professional manner
- Thorough knowledge of dealing with older youth population, dealing with crisis intervention, resource sharing and client needs.

Supervisor Responsibilities: None

Equal Employment Opportunity

Epworth is an EEO/AA employer. Consistent with this policy, Epworth embraces diversity and welcomes colleagues and applicants of all backgrounds. Our goal is to empower every day and build a community that is inclusive, drawing upon the strengths of the diversity of our colleagues to exceed the expectations of our clients.

About Epworth

Founded in 1864, Epworth is a multiservice agency that seeks to empower youth who have experienced trauma to realize their unique potential by meeting essential needs, cultivating resiliency, and building community. Thousands of youth and families turn to Epworth each year for a full range of services including: therapeutic foster care and case management; residential and intensive treatment; individual/family therapy and comprehensive psychological testing; emergency shelter and longer-term housing services; life skills and vocational training; as well as crisis care and outreach through the Drop-In Center, food pantry, and 24-hour crisis help-line. Epworth is headquartered at 110 N. Elm Ave. in Webster Groves, Missouri and has locations in Normandy and South St. Louis City.

Our Mission

Empowering youth to realize their unique potential by meeting essential needs, cultivating resiliency, and building community.

Our Vision

A world in which every youth experiences life in all its fullness.

Our Values

Respect: We recognize the inherent worth and promote the well-being of every client and colleague.

Excellence: We offer evidence-based, high-quality programming and provide exceptional care and service.

Community: We cultivate a sense of belonging and solidarity among colleagues and advocate for racial equality and social justice throughout our communities.

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily, as well as possess the skills and meet the demands outlined in this

job description. Upon an individual's request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties and responsibilities or related to the skills and demands outlined herein. Epworth will determine if a reasonable accommodation can be made.

Colleague acknowledges and understands that Epworth reserves the right to modify the contents of this job description or to assign alternate and additional duties and responsibilities. Nothing in this job description is intended to alter or alters the at-will nature of colleague's employment at Epworth.

Employee Signature_____ Date_____

Employee (Print Name)_____ Date_____

Human Resources_____ Date_____