



**Southern Arizona's Premier Social Service Agency**

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

## Young Adult Care Coordinator

### *Breaking Barriers Young Adult Program*

Responsible for the engagement, needs assessment, support, and coordination of care for youth ages 18-21 that are residing in the Breaking Barriers Young Adult Program. This program serves young adults that are aging out of the foster care system that are residing in OPCS low barrier housing by assisting them in achieving self-sufficiency and housing stability. The Young Adult Care Coordinator will also carry a case load of individuals that reside at our low barrier shelter for adults, which focuses on assisting individuals in getting housed that have a history of chronic homelessness. This position requires flexibility, time management and ability support the agency's mission of Housing First and Harm Reduction.

### Employee Benefits

Competitive Salary, Employer Subsidized Health Insurance for Employee **and Family**, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid life insurance, Employer Paid Training, 136 Hours Paid Time Off (PTO) Per Year

***Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in 2014.***

### Duties and Responsibilities:

1. Complete Intake process and Behavioral Health Assessments as needed.
2. Maintain all resident files in a confidential manner and in compliance with HUD and HIPAA standards.
3. Provide group life skills addressing substance use, stress and wellness, prevention, nutrition/meal preparation, housing stability, vocational needs, and activities of daily living.
4. Interview clients to define level of need: personal and family reunification, finances, employment, food, clothing, housing, medical, mental health, and substance abuse issues to determine nature and degree of problem.
5. Create a recovery plan with each client to include SMART goals/objectives.
6. Review recovery plans at each session to assess and document progress and/or barriers.
7. Provide hands on support to clients around securing permanent housing to include, but not limited to: assisting the youth in housing search, completing rental applications, meeting with landlords, securing items needed for move-in, and coordinating moves.
8. Provide treatment and services that promote client dignity, individuality, strengths, privacy, and choice.
9. Ability to recognize and respect cultural differences while meeting the needs of OPCS' unique and diverse client population.
10. Refer clients to mainstream services and other service organizations as needed.
11. Support clients in shelter with upholding program guidelines and provide appropriate guidance to those clients who may need additional support regarding program guideline utilizing harm reduction approach.
12. Attend OPCS weekly staff meetings and meet with supervisory staff as required.
13. Attend all required trainings.
14. Work closely with OPCS team, collaborators, and other members of individuals support team, including Home Health Care agencies, parole, and probation officers.
15. Write letters to court and other agencies for individuals, as needed.

Job Status  
Full-Time

Pay Rate  
\$18.88-\$23.10

Pay Comments  
Salary based on experience.

***We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.***

Mail Resume/Application to:

Ms. Jeanie Pike  
HR Director  
Old Pueblo Community  
Services  
4501 E. 5<sup>th</sup> St.  
Tucson, AZ 85711

Email Resume/Application to:  
[hr@helptucson.org](mailto:hr@helptucson.org)



Employment References, drug screen and background check is conducted pre-employment.

16. Understanding and responding to multiple program needs with regard to case management expectations, documentation and housing goals.
17. Ability to work with multiple teams, grants and client needs in a timely manner. This includes flexibility with work schedule and work sites.
18. Other tasks as assigned.

**Qualifications:**

Masters or Bachelor's degree in a field related to behavioral health; Associates' degree in a behavioral health related field and 1 years of full-time related experience OR; High School diploma or General Education Equivalent (GED) and 3 years full-time related experience. Valid Level One fingerprint clearance card through Arizona Department of Public Safety. Ongoing employment in contingent on passing a Central Registry Background Check with the first 30 days of employment. Working knowledge of evidence-based interventions for persons with a variety of behavioral health concerns, including serious mental illness, substance abuse/dependence and trauma. Willingness to learn and practices evidence-based practices, such as Motivational Interviewing, Housing First, Harm Reduction, and Trauma Informed Care. Self-starter committed to a team approach, responsible, dependable, ability to set priorities, meet deadlines and work flexible hours. Experience working in racially, ethnically, and socio-economically diverse urban communities. Strong communication, administrative and interpersonal skills. Strong computer skills-Advanced Microsoft Office skills required (Word, Outlook, Excel, and PowerPoint). Experience maintaining client files in Electronic Health Record. Possess and maintain valid CPR/First Aid Certification. Valid Arizona driver's license, proof of auto insurance and reliable transportation. Bilingual, Bicultural and/or Veteran a plus.