



Orange County Bar Foundation (dba: Project Youth OC)
POSITION DESCRIPTION

POSITION TITLE: Program Coordinator (Stop Short of Addiction)
REPORTS TO: Program Manager
REVISED: November 2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being inclusive.

BASIC FUNCTION

Under the direction of the STOP SHORT of Addiction Program Manager, provide assistance with the direct coordination of Stop Short of Addiction programs, oversee program sessions, and provides case management services for youth and families. And provide assistance to Youth Making Proud Choices Coordinator in the comprehensive sexual health education program.

JOB RESPONSIBILITIES

Administration

1. Program coordination for Stop Short of Addiction program, includes preparing program materials, scheduling facilities, instructor assistants and facilitators, enrolling families, and attending diversion program sessions.
2. Provide reports to community partners and law enforcement agencies on the completion status of referrals.
3. Maintain accurate documentation of all interactions with youth and families including data entry.
4. Attend diversion staff meetings and committee meetings.
5. Abide by the professional code of conduct, including professional confidentiality guidelines and follow state reporting mandates.

Program Delivery

6. Provide intake assessments to youth and families using the biopsychosocial framework.
7. Provide a minimum 10—15 intake assessments a month for youth and families.
8. Assist with co-facilitation comprehensive sexual teen health education groups using the Making Proud Choices curriculum.
9. Provide comprehensive case management and provide referrals to primary health care and mental health services.
10. Utilize Motivational Interviewing, trauma informed and strength-based approaches to develop a positive rapport and seek behavioral change with youth.
11. Provide exit interview to youth and families upon completion of program.
12. Attend all mandatory staff trainings, including group supervision.

Outreach & Recruitment

13. Recruit and engage families to participate in SSOA programs.
14. Work with the community and law enforcement agencies that refer to the program to maintain appropriate referrals and report status of referrals.
15. Provide program presentations and/or community resources fair, as need.

Evaluation

16. Maintain program demographic data collection and complete monthly statistics using CRM software (Salesforce, Alchemer)
17. Responsible for administering and collecting participants surveys at all data collection points

QUALIFICATIONS

1. Bachelor degree or in a program from an accredited university in Human Services, Social Work, Public Health, Sociology or related field and a minimum of one year experience working with substance abusing youth.
2. Must be willing to work evening hours (2x a week) M-F only. Excellent written/verbal communication skills.
3. Experience in a counseling setting, knowledge of alcohol and drugs, clinical assessments, and case management model. Knowledge of reproductive health that includes HIV/AIDS/ STI and teen pregnancy prevention, is a plus.
4. Willing to work with adolescents ages 11-18 and their families. Bilingual in Spanish & English is a must.
5. Looking for someone who can work both independently and as a member of a team with excellent time management, written/oral communication skills, computer skills (Microsoft Office). Knowledge of Salesforce, Social Media, SPSS is a plus)

Benefits - Full-time 40 hours per week position. Annual salary is \$43,680-\$52,000 DOE (\$21-\$25 per hour) health and dental insurance provided and a 403b retirement plan.