



Open Doors for Multicultural Families

...dedicated to the needs of families who have loved ones with developmental disabilities and special health care needs.

Job Announcement Youth Program Coordinator

POSITION TITLE: Project Coordinator

NUMBER OF HIRING: 1 full time position 40 hours/week

PROGRAMS: Youth Job Readiness Program (*late July to August 2016*)
Youth Leadership and Advocacy (*September 2016 to June 2017*)

SUMMARY: The *Youth Job Readiness Program (YJRP)* is a summer program supporting high school students ages 16-21 with IEPs and 504 plans from culturally, linguistically and ethnically diverse communities, including immigrant, refugee, African American and low-income families residing in South King County. This program will focus on preparing these students to be employment-ready by helping them to increase their job readiness skills. The program will focus on the students' learning and skills development with a focus on four key areas: 1) Career Exploration, 2) Transportation Knowledge and Training, 3) Money management 4) Social Boundaries.

The *Youth Leadership and Advocacy (YLAP)* program is a year-long program supporting high school students ages 14-21 with IEPs and 504s from culturally, linguistically and ethnically diverse communities, including immigrant, refugee, African American and low-income families residing in South King County. This program will focus on students developing their leadership and self-advocacy skills through interactive in-class sessions and community service/volunteering.

RESPONSIBILITIES:

1. Being the main project coordinator lead for both Youth Programs: to plan and implement all program activities and meet all program outcomes, according to the program grant contract.
2. Developing, planning and implementing all YJRP and YLAP program session activities using a Project Management plan with the supervision of the ODMF programs manager.
3. Outreach and recruitment of students before the start of the program through communicating with schools, professionals through other organizations, attending resource fairs etc.
4. Work with and lead a team of program assistants (and volunteers, if any) on providing appropriate support to students in the program.
5. Setting up and preparing for all program sessions including in-class sessions and community field trips.
6. Keep track of all data and do data entry on a consistent basis on program activities and communication with families.



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7. Attend relevant professional development trainings to meet funder requirements.
8. Complete mid-term and final reports of the program outcomes.
9. Meet with programs manager regularly to discuss program budget and expenses.

Expectations of Program Coordinator:

- ❖ Being present and facilitating all program sessions (unless communicated in advance to supervisor)
- ❖ Engaging all students and providing a safe learning environment for them that is sensitive to their disability needs, as well as cultural and racial backgrounds.
- ❖ Have weekly meetings with programs manager about program outcomes and deliverables.
- ❖ Communicate and meet daily with project assistants and volunteers for the duration of the program to help them get familiarized with the materials being used for each session and throughout the week
- ❖ Preparing all curriculum materials and handouts for each session and keeping program assistant informed regularly
- ❖ Creating program flyers and other documents related to the Youth Job Readiness program
- ❖ Communicate with ODMF accountant as necessary to prepare stipends at the end of every week for students and program assistants.
- ❖ Communicating with professionals from different organizations, including employment agencies to present at program sessions.
- ❖ Organize field trips and coordinate with professionals from potential sites in advance

Other responsibilities may include:

- ❖ Going to various resource fairs and community meetings to do presentations on ODMF, specifically about the Youth Programs, as well as general support and services provided through ODMF.
- ❖ Working with current family support staff members on recruiting students
- ❖ Upload pictures, videos and curriculum materials from each program session into online database.
- ❖ Attending professional development trainings through ODMF to increase knowledge on special education and disability-related topics, especially but not limited to supporting youth and young adults with disabilities

QUALIFICATIONS:

- ❖ Experience working with multicultural and multilingual families of youth with disabilities, especially teenagers and young adults
- ❖ Minimum of BA degree in special education, social services, psychology, counseling, social work or related field
- ❖ Bilingual in at least one language in addition to English strongly preferred
- ❖ Experience in community organizing preferably in ethnic or cultural communities such as refugee and immigrant communities
- ❖ Excellent communicating skills in both written and spoken English
- ❖ Strong organizational skills and attention-to-detail



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- ❖ Working knowledge of Special Education, DDD system, social services, resources and information for people with disabilities is preferred, but not required
- ❖ Strong computer skills and able to use Microsoft Office software, such as Word, Excel, Publisher and Power Point effectively
- ❖ Demonstrated competency in working in cross-cultural communication settings and delivering family centered services
- ❖ Track record of respect for others' experiences, opinions, language, values, culture, and knowledge
- ❖ Demonstrated commitment to teamwork and collaboration
- ❖ Able to commute to and provide services in South King County
- ❖ A car and a valid WA state driver's license and vehicle insurance

REPORTS TO: Family Services Program Manager

STATUS/PAY: \$16/hour with benefits

BENEFITS: Mileage reimbursement for approved travel, paid holidays, vacation, sick leave, health/dental coverage

LOCATION: Open Doors Office is located in Kent WA

Open Doors for Multicultural Families is an equal opportunity employer and makes employment decisions on the basis of merit. Company policy prohibits unlawful discrimination based on race, color, creed, sex, marital status, age, national origin, ancestry, physical or mental disability, medical condition, veteran status, sexual orientation, gender identity or any other consideration made unlawful by federal, state or local laws

Multilingual professionals, People with disabilities and bilingual parents of children with disabilities residing in South King County are encouraged to apply for these positions

POSTED: May 6, 2016

CLOSING DATE: June 30, 2016 or until filled

FOR CONSIDERATION: Please send resume with cover letter to:

Olga Lindbom: olgal@multiculturalfamilies.org

Professional references will be required for the final candidates