



Position: Independent Living Coordinator

Status: Full-Time

Introductory Period: 90 days

Benefits: Medical, Vision, Dental, and Life Insurance; Voluntary Benefits, and a 403B Retirement plan.

Reports to: TLP Program Manager

Purpose:

The Independent Living Coordinator (ILC) is responsible for overseeing and directing tasks designed to support independent living services to young adults in our Transitional Living Program with the intent of providing opportunity for success to live independently in the community. These services include the core services of Advocacy, Skills Training, Information and Referral, and Transition. The ILC will ensure that all individual plans and all services are provided in accordance with the Los Angeles Youth Network mission statement, Value Statement, Code of Conduct and LAYN Policies and Procedures.

Responsibilities and Duties

Under the direction of the case manager, ILC will complete tasks assigned by the case manager as it relates to youths Permanency, Education, Employment mental Health and Life skills.

Maintain accurate and timely documentation daily documentation for all 1:1 has and groups as it relates to education, employment and life skills.

Maintain an attitude of professionalism and collegiality with both staff and clients at all times.

Perform other related duties as assigned.

EMPLOYMENT:

Provide individual instruction on World of Work curriculum for career club.

Assisting youth with transportation (i.e. bus routes, tokens etc) to job outings, fairs and appointments.

Monitoring youth's hours for community and in- house internships in collaboration with Employment Specialist.

Assist youth with resume building, job searches and applications.

Monitor youths work performance and support with mock interviews when necessary.

Connecting youth to referrals for resources such as clothing, haircut's, job training resources, dress for success etc.

Work directly with Employment specialist to ensure that youth's employment goals are met, by following through on activities and tasks identified by the case manager.

EDUCATION:

Assist the youth in completing applications for college enrollments.

Assist the youth in all financial aid needs for college enrollment e.g. FAFSA, scholarships etc.

Assist with financial and educational support resources

Enrollment in campus support programs

College visits and tours

Work with case manager and director of supportive services in matching and scheduling youth with appropriate tutors.

LIFE SKILLS:

Co-facilitate weekly life skills group with case manager utilizing the CASEY life skills curriculum.

Responsible for teaching and demonstrating meal preparation individually and in groups.

Responsible for updating and maintaining logs pertaining to life skills such as: linen, food, grocery and apartment inspection logs.

Support youth with life skills such as effective communication, decision making and problem solving, self-awareness/ self-care, interpersonal relationships, time management, grocery shopping, budgeting and financial literacy, scheduling health and dental appointments etc.

PERMANENCY:

By the direction of case manager, ILC will assist with supporting clients in completing applications for housing, employment, and educational programs.

Assist youth in applications for general relief, food stamps and medi-cal.

Maintain updated resource guides, cultivate and work with community partners and housing providers to enhance housing opportunities.

By the direction of case manager, ILC will assist in matching clients with appropriate housing opportunities through housing search including but not limited to crisis housing, section 8, substance abuse programs, low income housing.

MENTAL HEALTH:

Weekly or Bi-weekly check-in support to help manage stress or anxiety levels from day to day living and tasks e.g work/school.

Weekly calendar planning.