



JOB ANNOUNCEMENT

Job Title:	Social-Emotional Coordinator
Job Number:	19 - 103
Location:	Denver
Department:	30 / Programs
Reports to:	Assistant Director of Programs
Supervises:	None
FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

COMPANY OVERVIEW

Founded in 1988, Urban Peak is the only non-profit organization in Denver that provides a full convergence of services for youth ages 15 through 24 experiencing homelessness or at imminent risk of becoming homeless. Our goal is to meet youth where they are and to provide them with the assistance and support they need to become self-sufficient or obtain the necessary services they need to exit a life on the streets. Urban Peak provides numerous programs and services that are founded on the principles of trauma-informed care and Positive Youth Development to assist youth in reaching their potential and living a successful life off of the streets. Services include street outreach, a 40-bed shelter for youth ages 15 through 20, a daytime drop-in center, supportive housing, education and employment services, case management, life skills courses, behavioral health evaluations, meals and more.

The youth served at the shelter come from a variety of backgrounds, and we strive to be a safe community for all youth, regardless of race, ethnicity, national origin, religion, class, educational background, sexual orientation, gender identity, or ability status.

JOB SUMMARY

Under the supervision of the Assistant Director of Programs, the **Social-emotional Program Coordinator** will be responsible for the coordination and design of groups, classes, and activities focused on building resiliency and community among all youth served at Urban Peak, and may, at times, facilitate these groups. This position also will be responsible for coordinating all groups, classes, and activities designed for special populations (i.e. Black males and LGBTQ youth); client data collection, and file maintenance. This position will ensure that interactions, interventions and environments at Urban Peak are trauma informed and emphasize the physical and emotional safety of youth and staff.

QUALIFICATIONS

- A Master's degree in social work, psychology or a related field and a minimum two (2) years' of experience working with youth; or a Bachelor's degree in human services or related field and a minimum three (3) years' of experience working with youth; or high school diploma or equivalent with a minimum five (5) years' full-time experience working high-risk youth
- Experience in facilitating and creating groups and life skills classes with high-risk youth and/or special populations
- Experience in providing trauma informed care or willingness to adapt this approach is required
- Experience, competence, sensitivity and ability to connect well and work effectively with the homeless youth community, especially youth who identify as LGBTQ, or are often difficult to engage
- Skill in oral and written communications

- Skill in negotiating and mediating, particularly in sensitive situations as well as some skill in crisis intervention and de-escalation
- Able to communicate effectively with a diverse population
- Able to make independent judgement and sound decisions using available information while maintaining appropriate confidentiality
- Able to function work with collaborating agencies when necessary for programming
- Able to manage tasks and activities in an environment that's sometimes includes conflict and chaos
- Must be team-oriented and able to coordinate with various departments and staff
- Must be computer proficient and possess experience of Microsoft Office Suite (e.g. Outlook, Word, PowerPoint, and Excel)
- Must be insurable as a driver on Urban Peak's auto liability policy in order to conduct business on behalf of the agency and/or transport youth using an Urban Peak vehicle and an approved personal vehicle
- Must pass both federal and state background checks
- Must pass pre-employment TB screening
- Attendance and punctuality are basic job requirements in this job description.

JOB DUTIES

The job duties of this position are performed personally, in cooperation with your supervisor, and/or in coordination with other staff. Additional work functions and duties may be assigned.

General Job Duties

- Actively represent Urban Peak in the community to persons interested in the issue of homelessness for education, funding, and advocacy purposes
- Works collaboratively with shelters to identify homeless persons living in the shelter that need assistance accessing services and housing
- Attends all required staff meetings and client reviews, being prepared to address client issues
- Attends professional trainings as required
- Accompanies youth on group outings (e.g. recreational activities)
- Educates and trains volunteers and interns in all aspects of working with youth who are homeless or at high risk of homelessness
- Actively engage youth in all Urban Peak programming
- Accountable to all defined outcomes, both individually and team level

Additional Duties as Requested

- Actively works with Database Coordinator to ensure proper tracking of data, as well as program evaluation
- Will work with partner agencies to ensure community partnerships are being built to continue to provide positive programming for special populations
- Plays an active role in creation and implementation of groups, classes and activities designed to increase well-being
- Works with Assistant Director of Programs on securing funding for incentives
- *Plans each group and activity in conjunction with other program supervisors and will be able to secure resources such as meeting space, transportation (when applicable), and other equipment as needed*

WORK SCHEDULE

This is a full time position. The typical work schedule is Monday – Friday; 8:00 a.m. to 5:00 p.m. This position may require some weekends and/or evenings to support and attend Urban Peak events.

COMPENSATION & BENEFITS

The starting salary for this position is 20.19 per hour. Our benefits package includes life, disability, medical & dental insurance, 403(b) plan, paid time off, sick time bereavement time, jury duty, holidays and a RTD Eco Pass.

TO APPLY

Please submit cover letter, resume, and the names and telephone numbers of three (3) professional and/or academic references to:

Urban Peak
ATTN: Human Resources
730 21st Street
Denver, CO 80205
Fax: (303) 295-6116
E-mail: jobs@urbanpeak.org

All attachments should be in Microsoft Word (.doc) or portable document format (.pdf). In the subject field of the email include the job number, job title, and your first and last name. (Example: 012345 – HR Specialist – Doe, Jane).

This position will be filled as soon as a qualified candidate is identified. Due to limited staffing resources we are unable to respond to phone inquiries, including calls to check on the status of a submitted application. Applicants will only be contacted if selected for an interview. This job announcement is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.

Urban Peak is an equal opportunity employer and seeks a diverse pool of applicants.