



## JOB ANNOUNCEMENT

<b>Job Title:</b>	<b>Social Emotional Coordinator</b>
<b>Job Number:</b>	<b>21-183</b>
<b>Location:</b>	<b>Denver, CO</b>
<b>Department:</b>	<b>30- Program Oversight</b>
<b>Reports to:</b>	<b>Support Services Supervisor</b>
<b>Supervises:</b>	<b>None</b>
<b>FLSA Status:</b>	<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 Support Services Supervisor, the **Social Emotional 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 will, 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). The Social Emotional Coordinator will work closely with staff across programs to design groups and coordinate activities and events; including attending events in all programs to build rapport with clients. 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. This position focuses on youth engagement and progress through groups, activities, youth leadership and youth voice.

### 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

[urbanpeak.org](http://urbanpeak.org)

- Experience providing supervision to individuals preferred
- 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

## **WORK SCHEDULE**

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This position may include day, evening and weekend hours in an assigned schedule, as well as mandatory coverage for several holiday shifts annually. Requires some flexibility to attend meetings and cover shifts as needed, may be on-call for client emergencies and serving as on-call staff on a rotating basis throughout the year.

## **JOB DUTIES**

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*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**

- Attends events and activities across programs to build rapport with clients and staff in all programs (e.g. Community Dinners)
- Works collaboratively with community organizations to connect clients to services and opportunities (e.g. Bikes Together)
- Work closely with other staff and agency programs to build curriculum, coordinate activities and plan events/outings
- Attends professional trainings as required
- Accompanies youth on group outings (e.g. recreational activities); facilitates groups and activities
- Facilitates and supports youth leadership initiatives across programs to elevate youth voice; acts as a liaison between staff and Youth Council when necessary
- 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
- Duties include monitoring and tracking of UP's daily classes and activities, delivery of services and programming at all other Urban Peak programs, and the management of monthly celebrations (i.e., Pride Month, Black History Month, Hispanic History Month, community clean up days, etc).

### ***Additional Duties as Requested***

- 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 Support Services Supervisor 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

### **PROFESSIONAL PERFORMANCE**

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- Adhere to all Personnel Policies and Procedures for the Agency
- Maintain professional standards of performance, demeanor, and appearance at all times; act as a “role model” both at and away from the Agency
- Maintain a creative, team-building approach to job performance and seek to bring a constructive, problem solving orientation to all tasks
- Performs all tasks and responsibilities with attention to detail and in a complete and timely manner, complying with agency policies and standards and conforming to the scheduling requirements of the job and program
- Maintain an awareness of the agency’s mission and work to promote the positive individual and social change goals it embodies
- Exercise discretion and professional judgment at all times keeping with the responsibilities carried personally and by the agency for the care and welfare of the clients, act with honesty and integrity in all aspects of Agency business
- Actively strive to upgrade professional skills through engaging in appropriate professional training and experience
- Actively strive to create and maintain a culturally sensitive, trauma informed and appropriate environment through communication and interaction that demonstrates respect for diversity; while promoting the philosophy of trauma informed care in interactions with youth, staff and individuals both internally and externally.
- Support positive youth development and youth involvement in decision-making processes

### **PHYSICAL REQUIREMENTS**

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- The person in this position must be able to remain in a stationary position, as well as move about in and out of the office; operate a computer and other office productivity machinery, such as copy machine and computer printer, etc.; and occasionally position self to reach under or behind a desk
- Constantly have manual and finger dexterity and eye-hand coordination.
- The person in this position frequently communicates with Clients who have inquiries. Must be able to exchange accurate information in these situations.
- Constantly operates department equipment, such as telephones, personal computers, adding machines, copiers, fax machines, etc. Position constantly has use of computer and phone.
- Constantly works with youth off-site at designated locations as needed.
- Must be able to move about and remain mobile up to 10 hours per day.
- Move, transport, position, put, install, or remove items weighing up to 50 pounds for various agency or event needs.

### **COMPENSATION & BENEFITS**

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The salary for this position is \$24.04 per hour. Our benefits package includes: 100% of base Medical and Dental plans provided by employer (buy-up plans available) • Basic Life and AD&D provided by employer (buy-up plans available) • Short-Term and Long-Term Disability provided by employer • Tele-health and Dispatch Health included in medical plan • Vision Plan • Accident Coverage • Critical Care and Hospital Extended Stay Plans • Flexible Spending Accounts (FSA) for Medical and Dependent Care • Employee Assistance Program • 403(b) Retirement Plan • RTD Eco Pass • 9 Paid Holidays • Paid Sick and 120 hours Vacation time starting • Fantastic work culture with room for growth through internal training and mentoring.

## TO APPLY

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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

2100 Stout Street

Denver, CO 80205

Fax: (303) 295-6116

Web site: <https://www.urbanpeak.org/denver/about-us/work-for-us/employment/>

All attachments should be in Microsoft Word (.doc) or portal 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.***