

JOB DESCRIPTION

Job Title: Transition Services Community Liaison
Classification: AmeriCorps VISTA Member, Full-time
Reports to: Transition Resource Specialist

Job Summary: The Transition Services Community Liaison VISTA is under the direction of the Transition Resource Specialist. The VISTA researches and develops programs to assist with transitioning youth and young adults. The responsibilities of the job require 40 hours of work in a week.

Research and Development Specialist Duties and Responsibilities:

1. Receives direct consultation services and regular feedback from the Transition Resource Specialist in further developing their skills.
2. Researches best practices & development of programming for transitioning youth
3. Assesses current Mentor Program; modify, recruit and train Mentor Program participants
4. Develops "Buddy" Program for TBRI® Activities; recruit and implement program
5. Builds and develops community connections for job shadowing and Campus Work Program opportunities
6. Plans, creates and implements Career Exploration Workshops
7. Arranges for testing for College Enrollment; ensures accommodations are met
8. Attends in-service workshops, training programs and consultations, implementing the feedback received
9. Participates in Continuous Quality Initiative (CQI) activities

Other Duties:

1. Cooperates with other departments to meet program and youth needs, (i.e. Recreation, Admission, etc.), which includes working with Transition Resource Specialist and Clinical Director to ensure TBRI activities are included in programs across campus.

2. Attends and participates in staff development opportunities
3. Other duties as assigned

Essential job functions: Transition Services Community Liaison duties 1-7, and Other duties 1 are designated as ADA essential functions and must be performed in this job. All other job duties are secondary functions.

Professional Skills and Personal Characteristics:

1. Dedication to confidentiality in all areas and in all dealings
2. Be a person of high morals and integrity, both personally and professionally
3. Have a willingness and desire to work as a team
4. Be a positive advocate for the Agency and honor its mission in all dealings
5. Possess and demonstrate sensitivity to cultural differences/diversity in all interactions
6. Be professional and enthusiastic at all times; have a professional appearance.
7. Be highly organized with an attention to detail
8. Exhibit responsibility and adaptability through good attendance, effective time management, dependability, self-discipline, flexibility, and working independently
9. Communicate effectively verbally and in writing

Minimum Qualifications:

1. Follows all policies and procedures of the Arkansas Department of Human Services, Arkansas Child Welfare Licensing Board, and other board/commissions that the agency relates to professionally
2. Adheres to all Agency policies and procedures
3. Demonstrates necessary knowledge and skills to perform the job duties, keeping current with new and best practices
4. Successfully passes initial and random drug screenings
5. Basic knowledge of office equipment; ability to produce and maintain records utilizing various software programs as necessary.
6. Possess a valid driver's license and meet all criteria set forth in the DHS' vehicle safety program.
7. Day, night and weekend work, as required
8. Must be a high school graduate or have GED equivalent
9. Must be over 18

10. Successfully passes initial background screening: must be free from convictions outlined in A.C.A §9-28-409 (e) (A-CC) and be free from substantiated finding of abuse or neglect of children or the elderly.

Preferred Qualifications:

1. Experience in, or passionate about the behavioral health and/or residential childcare/foster care field
2. A baccalaureate degree preferred; high school diploma acceptable
3. Experience in the not-for-profit sector

Other:

1. This position will have a ninety day probation period.
2. Regular and consistent attendance is a condition of continuing employment.

The specific duties associated with my position may be modified to meet the changing needs of the agency. My supervisor will notify me if there are changes in the tasks associated with my position.

*Vera Lloyd Presbyterian Family Services, Inc.
is an equal opportunity employer and provider.*