

JOB DESCRIPTION

Job Title: Transition Services VISTA
Classification: AmeriCorps VISTA Member, Full-time
Reports to: Director of Education Services

Job Summary: The Transition Services VISTA coordinates, organizes and provides logistical support for the Transition Services Program which serves abused and traumatized youth in state care from throughout Arkansas. The role will report to the Director of Education Services and support the design and execution of intentional and youth-centric programming provided by staff and regional partners. The VISTA plans, organizes, promotes and prepares activities for the youth who call Vera Lloyd home to be implemented by House Supervisors and House Parents. These activities may include in-home activities, group outings, campus-wide program and other events to assist youth in their healing, social or emotional development. In addition, the VISTA functions as supplemental support for the Community Relations Specialist in the execution of community or fundraising events. The responsibilities of the job require 40 hours of work per week. Please note that this role is a national service role and provides a living stipend of approximately \$12,400 over the course of your term, and emergency health benefits. At the end of service, VISTA members may earn the Segal Education Award of \$6,195 or choose a cash stipend of \$1,800.

Activities VISTA Duties and Responsibilities:

1. Manage, coordinate and track youth assessments including Daniels Kid and Exact Path to assess youth needs and programming priorities.
2. Coordinate Life Skills Workshops including presenter outreach, scheduling and program logistics.
3. Develop and coordinate Career Exploration workshops including presenter outreach, scheduling and program logistics.
4. Develop and coordinate College Roundtable sessions.
5. Maintain and update alumni client web portal based on Aftercare outcomes and feedback.
6. Manage and provide logistical support for supplemental education services including tutoring and Summer Enrichment.
7. Work with Director of Education Services, Community Relations Specialist and other staff to develop a strategic plan for building

- educational partnerships, mentoring volunteers and professional/business collaborations to meet client needs.
8. VISTA will document efforts and contacts for future efforts.
 9. Participate in Continuous Quality Improvement (CQI) activities

Other Duties:

1. Cooperates with other departments to meet program needs.
2. Attends and participates in staff development opportunities and trainings
3. Other duties as assigned

Essential job functions: *Activities VISTA 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. Successfully passes initial and random drug screenings
2. Basic knowledge of office equipment; ability to produce and maintain records utilizing various software programs as necessary.
3. Possess a valid driver's license and meet all criteria set forth in the DHS' vehicle safety program.
4. Day, night and weekend work as required
5. Must be a high school graduate or have GED equivalent

6. Must be over 18
7. 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.

Applications should be emailed to Dr. Machell Dailey at machelldailey@veralloyd.org. Please include a cover letter and resume.

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