Registration Information

Order No. 3670460
Agency Name The Cove
Job Title Housing and Mentorship Coordinator

What You Will Do: The Housing & Mentorship Coordinator oversees and develops Housing Solutions for Cove youth, beginning with Host Homes, as well as leads the Cove Coach Program. The Housing & Mentorship Coordinator is responsible to create and maintain a culture of Care, Opportunity, Value and Empowerment among the Host Home parents and the youth being housed at all times. The Housing & Mentorship Coordinator will be responsible to recruit host parents, develop and lead trainings for host parents, admit youth into the host home program, and be available in case of emergencies to the youth and host parents. The Housing & Mentorship Coordinator also leads support groups for host parents on a monthly basis. The Housing & Mentorship Coordinator acts in the role of case manager for youth being homed, and will coordinate with Nurture Center staff to oversee community housing solutions for youth including emergency shelter, respite care, and/or transitional housing. In addition, this position is leads the Cove Coach Program, an intense mentoring program, which includes recruiting mentors who can represent our 4 quadrants of education, health & wellness, social/emotional wellbeing, and sustainable living to provide wrap-around support to students in cove coach and assistance in coaching the Cove Coach team on best practice responses in providing that support. The Housing & Mentorship Coordinator leads training for Cove Coach teams, is available at the Cove Coach meetings to provide supervision & support, responds to and communicates with Cove Coach team members to provide support, and be available by phone in case of emergencies. This position is also responsible for coordinating meetings with Cove Coach teams for check-ins. To be successful in this role, the Housing & Mentorship Coordinator must implement new programs, contribute to strategic conversations about program growth, have the ability to engage in community outreach, as well as support students and Cove Coach mentors. This position is primarily 8-5pm, but flexibility is required in your schedule to attend events after hours for host parent recruitment and retention, mentor recruitment and support, and coordinating housing efforts for students. The Housing & Mentorship Coordinator must ensure proper documentation of work with students and host families. The 5 | P a g e COVE PROGRAM COMMITTEE REPORT Housing & Mentorship Coordinator must possess professional skills in service coordination, crisis intervention, trauma-informed care training, and an understanding of the developmental needs of adolescents. This position requires someone who enjoys being around teenagers and working with adults from the community. This position includes other duties as assigned.

Hours:Key Responsibilities: 1. Host Home Recruitment & Training (45%)
   a. Identify key community members of interest to serve as host home parents
   b. Provide information sessions in various settings in the community for recruitment
   c. Meet extensively and interview selected host home parents
   d. Oversee host home parent training content and
conduct host home parent trainings e. Regularly coach host home parents toward trauma-informed care f. Lead monthly support groups for the host parents g. Ensure host parents have resources to equip them with their role 2. Admissions & Case Management (15%) a. Meet with identified students in need of housing b. Schedule admission with youth & parent/guardian for paperwork and explanation of the program c. Assist the youth in transportation to the host family and do an orientation with the youth and host family at the time of admission d. Provide case management and service coordination for youth who are in the host home program within Cove time frames 6 | P a g e COVE PROGRAM COMMITTEE REPORT e. Ensure there is a transition plan for the youth from the host program that can be worked toward throughout the youth’s stay f. Work with WISD Homeless Liaison to set up transportation from Host Home to WISD High Schools g. Complete exit surveys with youth on their experience h. Facilitate communication between the youth and host parent i. Other duties as assigned 3. Cove Coach (35%) a. Identify key community members of interest to serve as Cove Coach mentors b. Provide information sessions in various settings in the community for recruitment c. Interview Cove Coach mentors d. Oversee Cove Coach training content and conduct the trainings e. Regularly coach Cove Coach mentors toward trauma-informed care f. Occasionally meet with Cove Coach teams g. Ensure Cove Coach teams have resources to equip them with their role 4. Other Duties as Assigned (5%) Monday-Friday 8am-5pm (with 1-hour lunch breaks and consideration for flex time for after-hours requirements.)

Job Location  Waco, TX

Qualifications
Education/Certification: • Licensed Social Worker • Master’s Degree in Counseling, Education or Social Work from an accredited university • Fluent in English and Spanish preferred Special Knowledge/Skills: • At least two years’ experience working with young people of diverse backgrounds and/or disabilities or equivalent in demonstrated experience such as delivery of counseling and social services. • Understanding of the challenges of and resources for families and children experiencing homelessness. • Experience with case management of students and families in an educational or social support setting. We understand that people gain skills through a variety of professional, personal, educational and volunteer experiences. We encourage candidates to review the key responsibilities and qualifications below. If you believe you have transferable skills necessary to fulfill the responsibilities of this role, we encourage you to apply.

Application Contact Name    Kayleigh Cunningham
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