

Position Title: After-care Coordinator (Vocational)

Job Description: The After-care Coordinator is responsible for the planning and implementation of the vocational plan for participants of the Aftercare Program. He/she is the primary contact for the residents' concerns regarding vocational placement and exploration. He/she must be able to perform all assigned duties required by the program and should have knowledge of standardized testing, resource development and ability to work with a non-judgmental approach.

Responsibilities: This list is not intended to be exhaustive, but rather consists of prime examples of the types of duties that are or may be required of this position.

Requirements: NY State Drivers License. Associates Degree required, Bachelor's preferred or extensive experience in the field of re-entry.

- 1) **Act as liaison between Shelter and after-care program resource agencies, focused specifically on job development and supported employment.**
- 2) **Identify and develop working relationships that may lead to employment for our youths.**
- 3) Participate in discharge planning meeting upon admission of new residents.
- 4) Read and understand Ansell-Casey tool used to measure independence of Shelter residents at admission and at/after discharge.
- 5) Attend meetings at Shelter or outside Shelter which have an impact on the after-care of Shelter residents.
- 6) Assist with development of vocational training program and all related duties, including acting as liaison to the local Youth Bureaus.
- 7) Develop and catalogue resources for aftercare participants, including, but not limited to job opportunities, training, education and entitlements, ID cards etc.
- 8) Under supervision of Program Director, schedule appointments/visits with recruiters, Job-Corps and other external agencies.
- 9) Perform duties as a counselor when required.
- 10) Accompany residents on various appointments.
- 11) Track and record all contacts, including employment, educational and vocational contacts.
- 12) Submit monthly, periodic and annual reports.
- 13) Report to the Executive/Program Directors.
- 14) Perform other tasks as assigned by authorized persons.

Please e-mail resume to TSantana@ysow.org or fax to 914-668-4994. No phone calls please.