

# EVERGREEN HOUSE, INC.

## **JOB DESCRIPTION: Kinship North Program Coordinator.**

This is a Part-time position that is approximately 20 to 25 hours per week

**SUMMARY:** Supervised by the ECS Program Director, this position has primary responsibility for matching children ages 5-15 with caring volunteer mentors. The Program Coordinator works to improve the lives of children by helping them establish relationships with adult mentors who will offer stability, asset building, enrichment, support and friendship. Through these relationships youth learn to value themselves, others and their community. This person will also Facilitate Mentor Team Meetings, which are to encourage mentors, to exchange information and to share problems, successes and ideas. This person will also develop and maintain an effective referral network Employees must be able to provide client transportation using agency vehicles. This job requires auditory and visual skills approximately 90% of the time.

## **DUTIES:**

1. Recruit a stable base of mentors by meeting with school personnel, social service workers, religious organizations and other groups and individuals.
2. Recruit, screen, interview and train mentors, and match youth with the appropriate volunteer mentor.
3. Maintain regular office hours.
4. Facilitate Mentor Team Meetings, which are to encourage mentors, to exchange information and to share problems, successes and ideas.
5. Plan and organize activities for mentors and kids.
6. Provide public with information and awareness regarding Kinship North and the mentoring needs of the area's youth.
7. Provide ongoing support and monitoring of mentoring relationships.
8. Develop and maintain an effective referral network for children/youth utilizing schools, health and human service agencies, churches and others.
9. Develop materials for use by mentors and Kinship families.
10. Assist in fundraising efforts. Prepare and submit reports on time. Follow evaluation procedures.
11. Participate on community committees, teams, task forces, etc. (examples: CAPC and BVD)
12. Maintain contact with partner agencies to exchange updated information and professional training regarding the Kinship program.
13. Maintain relationship with state and National Kinship Affiliate including following their operational procedures.
14. Maintain a good working relationship with Kinship North Advisory Council.
15. Work cooperatively with county and tribal social services, probation, schools districts, businesses and other community service providers.
16. Work cooperatively with the Evergreen Youth and Family Counselor to meet the mental health needs of youth and work cooperatively with other ECS staff and agency programs to ensure that youth have access to the full continuum of services provided through the agency.
17. Conduct outreach, advocacy and community education activities as needed and represent the agency on community committees and task forces as requested by ECS Program Director.
18. Track client eligibility for the program's funding sources, maintain up-to-date client records, conduct program grant reporting, and provide other program data gathering needs.
19. Each staff member is responsible for receipts for agency advances given to him/her and for receipts for items purchased using agency charge accounts. Receipts must be turned in to the agency business office within a week of the purchase at the very latest. Staff members will be personally billed for the amount of charges or advances if receipts are not submitted within a week. Change must be returned to the business office for any advances not fully expended.

20. Conduct activities related to compliance with federal and state laws related to mandated reporting, DHS licensing.
21. Maintain agency and client confidentiality and abide by the Data Privacy Act and the Health Information Portability and Accountability Act for all past, present and future clients
22. Prepare written reports as required by the agency and funding sources.
23. Other duties as assigned by supervisor or the agency executive director.

## **QUALIFICATIONS:**

1. Prefer person with a four-year degree in a human service related field, and/or a minimum of two years direct service with youth and their families. Minimally, must have at least two years of college experience and be willing to actively achieve a four-year degree while employed with the agency.
2. Must have excellent planning, organizational and administrative skills, be deadline oriented, and highly efficient.
3. Must have strong interpersonal skills and be able to build quality working relationships with mentors, parents, and children.
4. Must have strong knowledge of the principles of youth development, including the importance of assets and resilience.
5. Prefer individual with good understanding of community, school, tribal, and other resources available to support youth and families.
6. Must have strong public speaking and public relations/marketing background.
7. Prefer individual with good understanding of needs assessment data, program evaluation and the ability to conduct or coordinate an annual program evaluation for the program.
8. Must be able to work independently and also as a team member.
9. Must be highly computer literate, including experience with Word, Publisher, Email, and internet searches.
10. Must have experience working with youth and families of diverse backgrounds.
11. Must be able to work flexible work schedules including evenings and weekends as required to meet program, client, and mentor needs.
12. Must not be disqualified by a Minnesota DHS Applicant Background Study, a Minn. Bureau of Criminal Apprehension Criminal Background Check via the BCA website, and pass an FBI background check if applicant has lived in multiple states as an adult.
13. Must successfully pass a pre employment drug and/or alcohol test.
14. Must be able to be insured on our agency auto insurance policy.
15. Applicants must indicate support for Evergreen's mission and all agency programs.
16. Applicants must be at least 21 years of age.
17. Must not have received services from Evergreen in the past two years.
18. If applicant had former chemical use problems, applicant must have been free of chemical use problems for at least two years prior to beginning employment with Evergreen.
19. Must have reliable means of transportation and a valid driver's license.
20. Must be a positive role model to staff, youth, families and the community.
21. Must have good written and oral communication skills.

**TO APPLY:** Please submit a letter of intent, resume, and Evergreen Job Application to Randy Walden Human Relations Manager Evergreen House, P.O. Box 662, Bemidji, MN 56619 ATTN: Randy Walden no later than March 15, 2011. For more information about the position contact Randy Walden ext. 120.