



On The Move

On The Move partners with communities and mobilizes emerging leaders to take action in pursuit of social equity.

Job Title: Position:	Youth Outreach Coordinator Supervisor Outreach Coordinator	Position Family: Career Level:	Program Coordinator
Initiative/Division:	Voices	WC Code/EEO:	8810 / 5
Location:	Napa County	Travel Required:	Yes
Level/Salary Range:	\$21.50-\$26.27 per hour/ non-exempt	Position Type:	Full-time/ Hourly
HR Contact:	otmhr@onthemovebayarea. org	Date Posted:	4/18/24
About On The Move	On The Move has created and implemented innovative programming that challenges communities and local leaders to push beyond mediocrity and into excellence. Supported by a track record of results-oriented programming and in partnership with the hundreds of established community partners, On The Move works to unite communities and focus on the safety and inclusion of all people. If this inspires you – join the team!		
Benefits:	<p>PTO: Year 1 = 5 hours, Year 2-3 = 6.67 hours, and Year 3+ = 10 hours per pay period. Please refer to page 4-1 of the OTM Personnel Policies PTO Schedule.</p> <p>16 Paid Holidays: Please refer to the OTM 2023-24 Calendar for a schedule of holidays.</p> <p>Business Expenses: Preapproved, work-related travel, and \$60 monthly cell phone reimbursements.</p> <p>Health Benefits: Full-time employees are eligible to receive health insurance through Kaiser and pre-tax Flexible Spending Account (FSA/Childcare).</p> <p>Retirement: Employee contributions to a 403b plan are optional. Agency match up to \$1,000 after 1st year of employment.</p>		
Applications Accepted By:			
FAX OR EMAIL: 707/251-9509 or otmhr@onthemovebayarea.org Subject Line: Open Position		MAIL: On The Move Attn: Human Resources 780 Lincoln Avenue, Napa CA 94558-5110	
Job Description			
<p>POSITION SUMMARY: The Full-Time, Non-Exempt, Program Coordinator is responsible for running the Wellness Center at the identified high schools, including: program implementation, day-today operations, coordinating direct services, and spearheading school-wide prevention and education efforts. The Program Coordinator significantly contributes to the development of a healthy, safe, and caring environment</p> <p>ROLE AND RESPONSIBILITIES</p> <p>Wellness Center Implementation and Operations</p> <ul style="list-style-type: none"> Work in close partnership with school Social Workers and other members of the School Wellness Team to ensure a welcoming, safe and engaging space is available for all students. 			

- Coordinate the provision of case management, 1:1 counseling, substance abuse counseling, support groups, reproductive health services, crisis intervention services and other related services as needed.
- Collaborate with site staff (including administration, school counselors, school psychologists, special education, and teachers) and the School Wellness Team to ensure collaboration, implementation, and alignment of Wellness programs and services on site.
- Coordinate business and case management meetings with the School Wellness Team.
- Promotes school wide health and wellness by developing and coordinating prevention and wellness activities
- Conducts communication and outreach to school staff, parents, students, the community, and partners
- Provides referrals to students and families to relevant social services and community resources
- Facilitates student clubs and/or other student groups to support and promote mental health and wellness.
- Solicit peer input in improving health and wellness programs
- Participates in and support the various wellness-focused meetings hosted by NVUSD

Community Partnerships

- Coordinate community partners to provide student Wellness services on and campus
- Establish site agreements with community-based organizations, provide site orientation, and monitor their provision of services on site.
- Facilitate ongoing and effective communication between Wellness Center and community partners.
- Collaborates with community partners to track referrals, services received, and programs offered to students and families

Data Collection, Reporting & Program Monitoring:

- Complete ongoing program service documentation and data entry
- Maintain case management referral and filing system of all referred and registered program clients
- Assist with ongoing data collection including Wellness evaluation surveys and California Healthy Kids Survey

Supervision:

- Provide weekly supervision meetings utilizing the VOICES supervision template to identify key areas of growth and support for Youth Advocates.
- Coach and train Youth Advocates to form connections with youth accessing the services offered within the Center.
- Conduct annual Performance Review and Individual Development Plan utilizing On The Move approved forms.

Administrative/ General

- Maintain proper time keeping for tasks and payroll.
- Keep an accurate and up to date calendar.
- Timely response to all email, phone and text communication.
- Participate in Adult Reflection, an organizational practice that supports learning
- Build and maintain positive working relationships with co-workers, and the public using principles of good customer service.
- Greets, communicates, and treats all organization constituents with respect, dignity, and an attitude of service.
- Demonstrated commitment to Diversity Equity and Inclusion values and practices
- Clear desire and absolute commitment to adhering to OTM's principles, practices and culture
- Additional duties as assigned

Professional Development

- Participate in learning and development trainings offered by On The Move

- Open and willing to learn and implement the unique culture of On The Move and VOICES
- Additional duties may be assigned

Ideal candidate qualifications and qualities:

- Ability to apply a mental health perspective to (a) enhance school climate and (b) build, sustain, and integrate service delivery systems in collaboration with the school community of students, staff, families, and service providers.
- Ability to organize, plan, coordinate and direct a variety of programs and services
- Ability to establish and maintain effective working relationships with others
- Demonstrates excellent communication skills, both orally and in writing, for a variety of audiences (e.g. parents, students, staff, other agency personnel, and public presentations).
- Mastery of basic computer skills (word processing, e-mail, internet, database, spreadsheet, student information system) Demonstrated ability to take initiative and provide self-directed leadership
- Possession of a valid driver's license and insurance
- Bilingual: Oral and written fluency in Spanish and English is highly desired
- Proof of COVID vaccination mandatory for employment

Key knowledge, skills, and abilities

- Proficiency of Gmail and google drive (preferred)
- Proficiency of Microsoft Word, Excel, PowerPoint (preferred)
- Supervisor Experience (preferred)

Last Updated By:	JWay	Date/Time:	4/14 10:13am
------------------	------	------------	--------------

On The Move is an Equal Opportunity Employer (EOE). We utilize E-Verify to confirm employment eligibility. Applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, genetics, gender identity or expression, disability status or veteran status.