



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

<b>Job Title:</b>	QTAP (Queer-Trans Affirm Project) Coordinator	<b>Position Family:</b>	Program
<b>Position:</b>		<b>Career Level:</b>	Coordinator
<b>Initiative/Division:</b>	LGBTQ Connection	<b>WC Code/EEO:</b>	8810/ 5
<b>Location:</b>	VOICES Napa 780 Lincoln Avenue	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	\$24.29/hr - \$26.23/hr \$50,534/yr - \$54,577/yr	<b>Position Type:</b>	Full-Time/Hourly
<b>HR Contact:</b>		<b>Date Posted:</b>	

<b>About On The Move</b>	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!
<b>Benefits:</b>	<p><b>PTO:</b> 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><b>16 Paid Holidays:</b> Please refer to the OTM 2023-24Calendar to for a schedule of holidays.</p> <p><b>Business Expenses:</b> Preapproved, work-related travel, and \$30 monthly cell phone reimbursements.</p> <p><b>Health Benefits:</b> Full-time employees are eligible to receive health insurance through Kaiser and pre-tax Flexible Spending Account (FSA/Childcare).</p> <p><b>Retirement:</b> Employee contributions to a 403b plan are optional. Agency match up to \$1,000 after 1<sup>st</sup> year of employment.</p>

**Applications Accepted By:**

<p><b>FAX OR EMAIL:</b> 707-251-9509 or <a href="mailto:otmhr@onthemovebayarea.org">otmhr@onthemovebayarea.org</a> Subject Line: Open Position</p>	<p><b>MAIL: ON THE MOVE</b> Attn: Human Resources 780 Lincoln Avenue, Napa CA 94558-5110</p>
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**Job Description**

**POSITION SUMMARY**

LGBTQ Connection is seeking a proactive, organized Program Coordinator to lead our latest initiative, the Queer-Trans Affirm Project (QTAP) in Napa County. The QTAP Coordinator is dedicated to delivering outstanding customer service and firmly believes in treating everyone with dignity and respect, especially when facing mental health challenges. Collaborating closely with the Napa Program Director and QTAP Advocate, the QTAP Coordinator ensures a positive and welcoming experience for individuals accessing the Queer-Trans Affirm Project (QTAP) in Napa County.

This comprehensive Cognitive Behavioral Therapy (CBT) project aims to reduce stigma, promote mental wellness, foster community connections, and provide culturally sensitive services for LGBTQ+ adolescents and young adults.

Our QTAP Program Coordinator collaborates with staff to reach out to and identify participants for QTAP sessions. They offer peer navigation and logistical support to AFFIRM groups, as well as general assistance to individuals in the LGBTQ+ community seeking specialized mental health services.

## **ROLE AND RESPONSIBILITIES**

### Peer and Program Support

- Welcome and greet youth and adult participants for AFFIRM and LGBTQ Connection services with warmth and genuine hospitality.
- Offer guidance and support to LGBTQ+ individuals, especially youth aged 14-24, in both field and office settings who seek AFFIRM support.
- Screen individuals participating in AFFIRM groups and provide health navigation and 1:1 support meetings for youth and their families.
- Manage scheduling and logistics for AFFIRM and other mental health support groups across Napa County.
- Serve as a primary contact for mental health service requests and facilitate communication between LGBTQ Connection and our practitioners.
- Coordinate day-to-day activities of the AFFIRM program at schools and our Napa Center.
- Identify strategies to enhance AFFIRM services, systems, and processes to reduce barriers to access.
- Participate in AFFIRM meetings to support Clinical staff leading sessions.

### AFFIRM Participant Management

- Assist in case management activities using a youth-centered, trauma-informed approach.
- Provide emotional support and understanding to youth going through the coming-out process.
- Utilize an electronic database to document youth and adult access to programs and services.
- Maintain and update the Youth Mental Health Resource Guide as needed.
- Create safe and supportive environments for LGBTQ+ individuals to discuss their concerns.
- Work collaboratively with Clinicians to ensure that all service delivery goals are met.
- Monitor intake phone lines and electronic correspondence for AFFIRM and other mental health appointments and information requests.

### Community Engagement and Networking

- Develop and nurture relationships with stakeholders through networking efforts.
- Distribute AFFIRM outreach materials to stakeholders, school sites, and partner agencies.
- Coordinate outreach tabling schedules at schools and community events to promote AFFIRM and other LGBTQ Connection mental health activities.
- Organize social events, workshops, and group activities to engage participants in AFFIRM and other mental health-focused initiatives.
- Coach and support the Mental Health Advocate in recruiting youth for AFFIRM support groups and LGBTQ Connection socials.
- Maintain a library of LGBTQ-related books, materials and resources that can be accessed by youth and community members.
- Co-facilitate LGBTQ Best Practices training and other necessary sessions to promote AFFIRM and QTAP across Napa County.

## **PROFESSIONAL DEVELOPMENT**

### Team Leadership and Development

- Actively engage in weekly All Staff meetings to stay informed and contribute to team discussions.
- Attend weekly strategic meetings with the Program Director for supervision, guidance, and professional growth.
- Conduct weekly strategic and one-on-one meetings with QTAP Advocates to provide guidance and support for their professional development.
- Facilitate the creation of individualized learning plans to enhance QTAP Advocate skills and capabilities, fostering team growth.

### Training and Development

- Complete accreditation training to deliver AFFIRM youth and AFFIRM Caregiver group interventions effectively.
- Utilize available training resources for self-reflection and interpersonal growth within the team, promoting inclusivity and empowerment.
- Review and refine the existing training materials on mental health promotion for LGBTQ+ adolescents and youth and make recommendations for enhancement.
- Leverage training and resources from On The Move for self-reflection and interpersonal growth, contributing to an inclusive and grassroots-driven organization focused on LGBTQ+ youth mental wellness.

### Communication and Support

- Participate in monthly Reflection Meetings to enhance effective communication and promote healthy team dynamics.
- Attend monthly Clinical Supervision meetings to refine mindful approaches to youth and community engagement, ensuring high-quality support and services.

## **ADMINISTRATIVE RESPONSIBILITIES:**

### Work Schedule and Communication:

- Manage an accurate work schedule using Google Suite.
- Stay updated with correspondence via email, phone calls, text messages, and Slack.
- Record coaching, information and referral progress notes and contacts in daily logs.
- Maintain up to date records by regularly entering progress notes and contact records into the AirTable electronic database.

### Documentation and Office Management:

- Create promotional materials like flyers and calendars for social media outreach.
- Use Paylocity for clock-in and clock-out to accurately track hours worked.
- Maintain and organize the shared office space.
- Participate in creative visioning and development of initiatives targeting local and rural LGBTQ+ communities.
- Perform all administrative and record keeping tasks associated with services provided in a designated time frame.
- Experience with, or willingness to learn, different e-learning platforms and tools; such as Zoom, Canva, Prezi, and PowerPoint

**Front Desk and Visitor Management:**

- Greet and welcome visitors at Wellness Centers and our main site
- Handle visitor sign-ins efficiently

**Administrative/General:**

- Participate in 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

**IDEAL CANDIDATE QUALIFICATIONS AND QUALITIES**

**Key Knowledge, Skills, and Abilities**

- Proficiency in English/Spanish preferred, but not mandatory.
- Experience working with historically marginalized groups, such as transgender, non-binary, gender expansive individuals, people of color, low-income individuals, youth, older adults, disabled individuals, immigrants, those with a history of trauma, dually diagnosed individuals, people living with HIV, system-engaged individuals, and marginally-housed individuals.
- Creative thinker, joyful collaborator, self-starter, and detail-oriented communicator with a positive approach, can-do attitude, and a sense of humor.
- Familiarity or experience with Napa and Sonoma Counties.
- Strong verbal and written communication skills, including public speaking confidence or a willingness to learn.
- Comprehensive knowledge of community resources, agencies, and services.
- Collaborative decision-making approach.
- Proficient in using computers, office equipment, and software.
- Willingness to travel within Napa County (with mileage reimbursement).
- Possession of a valid CA Driver's license, a working car, and proof of insurance is highly beneficial.
- Ability to pass fingerprinting and background checks.

**Qualifications and Qualities**

- Knowledge and understanding of the issues, needs, and interests of LGBTQ+ youth, families, and community, including knowledge of the spectrum of gender and sexual identities and transgender issues.
- Strong commitment to diversity, equity, inclusion, justice, and belonging in the workplace.
- Experience with marginalized communities, including BIPOC, undocumented individuals, non-native English speakers, homeless youth, HIV/AIDS affected individuals, and LGBTQ+ elders, with a client-centered approach.
- Embodies an equity mindset, understanding and commitment to the goals of diversity, equity, anti-racism, inclusion, justice, and belonging in the organization's work and workplace.
- Possesses critical thinking skills, emotional intelligence, and the ability to gather and apply relevant information effectively.
- Highly collaborative and supportive, building relationships internally and externally and sharing responsibilities.

- Excellent communication skills, both verbal and written, demonstrating empathy, active listening, and effective public speaking and facilitation.
- Proven problem-solving ability, adapting solutions collaboratively and promoting continuous improvement.
- Dedicated to learning, research, and implementing community-defined, evidence-based strategies for organizational impact.
- Skilled in building trust, fostering team cohesion, and creating a collaborative culture.
- Proficient in project and event management, with attention to detail in logistics, deadlines, budgets, and engagement targets.
- Capable of working independently and collaboratively within a team environment.
- Familiarity or experience with Napa and Sonoma Counties.

Last Updated By:	JWay	Date/Time:	5/4/2024
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On The Move is an Equal Opportunity Employer (EOE). We utilize E-Verify to confirm eligibility for employment. 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.