



Youth Programming Coordinator

Ithaca | Full-Time

About the Coalition: The Adoptive and Foster Family Coalition is a small, vibrant not-for-profit organization that serves as the state's foster and adoptive family association. The Coalition's mission is to unite foster, adoptive and kinship care families, giving them a voice and providing support, information and advocacy. By fostering communication and collaboration between families, agencies and concerned citizens, we seek to ensure the stability, well-being and permanency of all children touched by the child welfare system. The organization is headquartered in New Paltz, with offices in Amityville and Ithaca, as well as a small satellite office in Pomona.

Position Description: The Youth Programming Coordinator leads the development and implementation of activities and programming for youth in adoptive, kinship and foster families. The individual develops program plans, lesson plans and curricula for youth that support the Coalition's efforts in support of parents and families. Activities primarily support the Coalition's Adoptive and Guardianship Assistance Program for Everyone (AGAPE), but should be relevant to other Coalition programs and initiatives, including youth support groups developed in tandem with the Coalition's Parents Supporting Parents network of local parent support groups.

The Youth Programming Coordinator will provide direct support in the Central New York regional office, which serves Tompkins, Broome, Chemung, Schuyler, Cortland, Cayuga, Madison, and Chenango Counties. The Youth Programming Coordinator will also travel to other AGAPE regional offices and, as needed, other locations in the state to assist with youth programming implementation, to staff activities and train others in offering programming for youth.

This position is a full-time, 30 hour per week position that requires evening and weekend hours as needed to serve youth and their families. The Youth Programming Coordinator reports to the organization's Deputy Director and the AGAPE Central New York Director.

Duties and Responsibilities:

- Coordinate and provide care that is safe, timely, effective, efficient, equitable, client-centered and compassionate.
- Develop mini-curricula and lesson plans designed to provide structure and intent to activities for children and youth that support the Coalition's work with their families and parents.
- Develop standards of care for child and youth services for all Coalition programming.
- Design evidence-based child and youth activities that will support the well-being of youth in adoptive, kinship and foster families.
- Schedule all child and youth activities in the Central New York, including those that coincide with parenting education and support as well as those activities that are specifically for youth.

- Work with all AGAPE regional directors and other Coalition staff in the development of new programs and the annual program calendar.
- Help children, youth and their families achieve wellness, build skills that will ultimately allow them to autonomously manage their family's challenges.
- Coordinate and cooperate with other service providers as needed.
- Foster the development of and assist in the support and coordination of youth support groups in Central New York and throughout the state.
- Staff and execute youth programming in the Central New York region and in other areas of the state as planned. This includes the scheduling of Family Support Assistants as needed.
- Prepare and train staff on evidence-based youth services.
- Assist, on a rotated basis, with the Coalition's 24/7 HelpLine. Conduct intake, provide information and refer to appropriate services or program as indicated.
- Record case information completely and accurately. Ensure that all necessary forms and statistical reports are completed in a timely manner. Input all youth activities in the agency's database (Filemaker).
- Assist AGAPE Regional Directors with quarterly reporting for the New York State Office of Children and Family Services.
- Adhere to professional standards as outlined by protocols, rules and regulations.
- Assist with the Coalition's annual Foster Care and Adoption Conference as assigned.
- Other duties as assigned.

Qualifications: Experience with foster care, adoption and/or kinship care is required. Demonstrated success in working with youth, especially youth who are adopted, in foster or kinship care and/or have trauma histories, preferred. Adoptive parents, relative caregivers, foster parents, birth parents, adoptees and foster or kinship care alums are strongly encouraged to apply. Persons with knowledge of evidence-based therapeutic interventions for youth will be well prepared for this position. While not required, a related degree in human services, social work or psychology, for example, is beneficial.

A positive, entrepreneurial, team-focused approach to work is essential. Commitment to the organization's mission, goals and standards required.

The position requires driver's license and transportation. The position requires travel within the Central New York region described above, as well periodic travel to Long Island, the Hudson Valley, quarterly travel to New Paltz for all-staff meetings and participation in the Coalition annual conference in Albany in May.

Compensation: \$30,000, plus benefits as follows: Health, dental and vision insurance, fully paid by the Coalition for the employee; Simple IRA with federal maximum contribution, equivalent of four weeks of paid time off and twelve paid holidays.

To apply: Submit resume and cover letter by 2/20/19 to Renee Hettich, AGAPE Central New York Director, Adoptive and Foster Family Coalition of New York at 950 Danby Road, Suite 318, Ithaca, NY 14850 or renee@affcny.org.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

2/11/19