EPIC `Ohana

Job Title: Youth Partner Resource Coordinator (Oahu, Part-time)

Employment Type: Part-Time
FLSA Status: Non-exempt
Department: Youth Partner
Reports To: Youth Partner Manager

Job Summary

POSITION SUMMARY
The Youth Partner Resource Coordinator is responsible for supporting the capacity building of the Youth Partner program in the areas of staff professional development, data evaluation and implementation, and collaboration with key stakeholders. This position has a lead role in coordinating both the development and facilitation of the Youth Peer Support Specialist (YPSS) Certification trainings in partnership with the Department of Health (DOH). The Youth Partner Resource Coordinator also identifies and manages relationships with community resources in the system of care service array.

The Youth Partner Resource Coordinator must demonstrate an active commitment to the EPIC ‘Ohana mission and vision, and to strive to incorporate EPIC ‘Ohana values1 in all aspects of daily work.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Youth Partner Training & Staff Development
•Assess Youth Partner staff training and professional development needs in collaboration with leadership and team members.
•Coordinate and support professional development opportunities, including trainings (e.g., YPSS Certification), workshops, and learning partnerships.
•Share updated resource information and training opportunities with staff in a clear, accessible, and timely manner.
•Support continuous improvement efforts by tracking resource utilization and professional development outcomes.

Data Evaluation and Implementation
•Gather and synthesize feedback from Youth Partner staff regarding resource gaps, training effectiveness, and emerging needs.
•Gather and synthesize feedback from the program’s key stakeholders (youth, community partners, state agencies) regarding service effectiveness and areas for growth.
•Support process for implementing feedback in the program structure and practice.

Collaboration with System of Care Partners

·Build and maintain strong relationships with community service providers.
·Serve as a liaison between external service providers and the Youth Partner team to ensure timely access to resources and supports.
·Identify, vet, and maintain a directory of community resources and training providers relevant to youth services.
·Coordinate regular meetings with community partners and agency partners to maintain relationships and collaborative processes.
·Coordinate monthly meeting with DOH/CAMHD Project Director and assist in gathering information needed for meeting.

OTHER DUTIES/FUNCTIONS
•Perform other related duties, as required and assigned.
•Regular attendance, required.
•Responsible for awareness and adherence to all company and safety policies and procedures.
•Attend and participate at trainings, all staff meetings, and individual and group supervision, as scheduled.
•Recommend improvements and/or enhancements of job processes and work environment to ensure high quality levels of service deliverables.
•Addresses appropriate needs with supervisor and/or manager.

WORKING CONDITIONS
•Work Hours: Normal hours for the EPIC office are Monday through Friday 7:00 a.m. to 5:30 p.m. Employees may start as early as 7:00 a.m. or as late as 9:00 a.m. The end time for an employee's work shift will be based on the employee's designated start time.
•Must be flexible with work schedule, pending the need to deliver services outside the normal work shift. Hours may include weekend and evening hours.
•This job operates in a professional office environment.
•The physical exertion is moderate.

EQUIPMENT USED
•Must be proficient with computer use, including word processing, spreadsheets, map reading, email, and database usage.
•Maintain a moderate working knowledge of computers for data entry.
•This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

MENTAL, PHYSICAL, AND COMMUNICATION DEMANDS

Mental Demands
•Must be self-directed, organized, and able to work independently.
•Must have excellent problem-solving skills.
•Must work well under the pressure of meeting multiple deadlines in a fast-paced environment.

•Must have strong writing skills and be able to write clearly and accurately.
•Must have the willingness to be flexible and adaptable in a fast-paced environment.
•Must be able to support diversity in the workplace and serve a diverse population.
•Must be able to comprehend complex information such as social work reports and court documents.
•Must be approachable, non-judgmental, organized, and have a strength-based view of youth and families.
•Must be emotionally mature, objective, and support of people and their problems.
•Must have the ability to nurture and maintain positive relationships with all stakeholders, including the ability to engage family members from diverse communities.
•Must have the ability to work cooperatively with representatives of other agencies.
•Must have an attitude of continual learning and humility.
•Must be able to synthesize and summarize complex information in ways that are understandable to family members and professionals.

Communication Demands
•Must have the ability to speak and write clearly.
•Must have a direct yet sensitive communication style.
•Must have strong communication skills and a strong ability to support and engage positively with community providers, professionals, social workers, service providers, and families.

Essential Duties

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  •Youth Partner Training & Staff Development
  •Assess Youth Partner staff training and professional development needs in collaboration with leadership and team members.
  •Coordinate and support professional development opportunities, including trainings (e.g., YPSS Certification), workshops, and learning partnerships.
  •Share updated resource information and training opportunities with staff in a clear, accessible, and timely manner.
  •Support continuous improvement efforts by tracking resource utilization and professional development outcomes.
  Data Evaluation and Implementation
  •Gather and synthesize feedback from Youth Partner staff regarding resource gaps, training effectiveness, and emerging needs.
  •Gather and synthesize feedback from the program's key stakeholders (youth, community partners, state agencies) regarding service effectiveness and areas for growth.
  •Support process for implementing feedback in the program structure and practice.
  Collaboration with System of Care Partners
  ·Build and maintain strong relationships with community service providers
  ·Serve as a liaison between external service providers and the Youth Partner team to ensure timely access to resources and supports.

·Identify, vet, and maintain a directory of community resources and training providers relevant to youth services.
·Coordinate regular meetings with community partners and agency partners to maintain relationships and collaborative processes
·Coordinate monthly meeting with DOH/CAMHD Project Director and assist in gathering information needed for meeting.

Secondary Duties

- OTHER DUTIES/FUNCTIONS
••Perform other related duties, as required and assigned.
•Regular attendance, required.
•Responsible for awareness and adherence to all company and safety policies and procedures.
•Attend and participate at trainings, all staff meetings, and individual and group supervision, as scheduled.
•Recommend improvements and/or enhancements of job processes and work environment to ensure high quality levels of service deliverables.
•Addresses appropriate needs with supervisor and/or manager.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education

• Must have a Master's Degree in Social Services or related field from an accredited institution OR equivalent experience in clinical background OR Certified Mental Health Professional.

• 2-3 years relevant work experience.

• Knowledge of and experience in curriculum design for workforce training and employee development programs.

• Familiarity with the Department of Health's Child & Adolescent Mental Health Division and/or the Foster Care System (DHS-CWS) strongly preferred.

• Individual with experience working with families whose children have been harmed or threatened with harm and in facilitation and/or mediation, preferred.

• Individual with culturally relevant training and/or experience specific to the community served, preferred.

Behavioral Characteristics

- Initiative -- Job requires a willingness to take on responsibilities and challenges.
- Leadership -- Job requires a willingness to lead, take charge, and offer opinions and direction.
- Cooperation -- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Concern for Others -- Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Social Orientation -- Job requires preferring to work with others rather than alone, and being personally connected with others on the job.
- Adaptability/Flexibility -- Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Instructing -- Teaching others how to do something.
- Time Management -- Managing one's own time and the time of others.
- Establishing and Maintaining Interpersonal Relationships -- Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Training and Teaching Others -- Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

Language Skills

- Oral Comprehension -- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Written Comprehension -- The ability to read and understand information and ideas presented in writing.
- Oral Expression -- The ability to communicate information and ideas in speaking so others will understand.
- Written Expression -- The ability to communicate information and ideas in writing so others will understand.
- Speech Clarity -- The ability to speak clearly so others can understand you.
- Active Listening -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Writing -- Communicating effectively in writing as appropriate for the needs of the audience.
- Speaking -- Talking to others to convey information effectively.
- Communicating with Supervisors, Peers, or Subordinates -- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Communicating with Persons Outside Organization -- Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Reading Comprehension -- Understanding written sentences and paragraphs in work related

documents.
- Interpreting the Meaning of Information for Others -- Translating or explaining what information means and how it can be used.

Reasoning Ability

- Problem Sensitivity -- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Selective Attention -- The ability to concentrate on a task over a period of time without being distracted.
- Time Sharing -- The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
- Active Learning -- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Learning Strategies -- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Getting Information -- Observing, receiving, and otherwise obtaining information from all relevant sources.
- Processing Information -- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Updating and Using Relevant Knowledge -- Keeping up-to-date technically and applying new knowledge to your job.
- Organizing, Planning, and Prioritizing Work -- Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Complex Problem Solving -- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Systems Evaluation -- Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Analyzing Data or Information -- Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Developing Objectives and Strategies -- Establishing long-range objectives and specifying the strategies and actions to achieve them.

Mathematical Skills

- Minimum skills -- Ability to add and subtract two digit numbers and to multiply and divide with tens and hundreds. Understanding of units of American currency, weight, volume and distance.

Computer Skills

- Word processing software
- Microsoft Office Applications including Outlook, Teams, etc.

Certification and Licensing

- Current First Aid and CPR certification, preferred. Additional training will be provided.

Tools & Technology

- Zoom and Microsoft Office 365