

JOB DESCRIPTION – Youth Transition Coordinator

Position: Youth Transition Coordinator

Reports To: Program Manager

Salary: \$19.00 – \$25.00

Employment Status: ☐ Full-Time ☐ Part-Time

FLSA Status: Non-Exempt

Job Location: ☐ San Diego ☐ North County ☐ Imperial Valley ☐ Honolulu

Position Summary

Under the supervision of the Program Manager, the Youth Transition Coordinator assists people with disabilities aged 14 to 24 in reaching consumer-driven goals related to enhancing, improving, or maintaining their independence, through the programs offered at the Center for Independent Living and by connecting youth to community services.

The Youth Transition Coordinator must have vast knowledge of college-related resources, vocational programs, and youth services available locally and nationally. The ideal candidate is community-oriented, culturally responsive, and passionate about disability rights. Strong communication, flexibility, and collaboration are essential to succeed in this role.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Meet one-on-one and in group settings with consumers to provide youth-related services with attention to cultural relevance and competency
- Facilitate the development and implementation of consumer-driven goals that enhance a consumer's independence and quality of life
- Obtain demographic data regarding consumers to determine needs and capabilities in order to link consumers to our programs and other community resources
- Identify consumer skills, training needs, and other resources to support independent living objectives

- Establish trusting, collaborative relationships with consumers, family members, and the community
- Facilitate educational workshops that reduce stigma about disability and empower self-advocacy
- Provide outreach services to the community, with primary focus on entities supporting individuals with disabilities
- Serve as ongoing support to consumers, including providing information and education to family members and other support persons
- Provide expertise to the team in areas related to trending disability needs
- Provide team back up when coverage is needed and assist in the orientation of new staff through job shadowing
- Carry a caseload of consumers as determined by management, program, and grant requirements
- Document all consumer information, independent living goal information, progress, and community service activities in the organization's database
- Ensure all work-related database entries are completed by 5 PM Friday of the week the activities occurred
- Demonstrate a commitment to the philosophy of Independent Living, including consumer control, peer support, self-determination, equal access, and individual and systems advocacy

MINIMUM QUALIFICATIONS

- Successful completion of background clearance (DOJ Live Scan)
- Valid driver's license and insurance, or ability to travel throughout the community, attend meetings, and travel out of town as necessary
- High school graduate with lived experience preferred, or Associate's or Bachelor's degree in a related field combined with lived experience
- Peer-to-peer experience
- Bilingual or ASL fluency is a plus

KNOWLEDGE, SKILLS & ABILITIES

- Vast knowledge of college-related resources, vocational programs, and youth services available locally and nationally

- Effective assessment skills
- Strong crisis intervention and conflict resolution skills
- Resourcefulness about local and national resources that benefit people with disabilities and their families
- Logical problem-solving skills, applied both independently and in collaboration with the team
- Excellent written and verbal communication; clear, compassionate, and culturally responsive
- Strong documentation, organizational, and follow-up skills
- Commitment to the Independent Living Philosophy and disability justice

PERSONAL CHARACTERISTICS

- *Ethical Conduct:* Aligns behavior with organizational values and ethical standards
- *Relationship Building:* Establishes trust and collaboration with diverse individuals and teams
- *Effective Communication:* Communicates clearly and respectfully, both orally and in writing
- *Consumer Focused:* Anticipates and responds to the needs of consumers with empathy and respect
- *Growth Mindset:* Seeks feedback, embraces learning opportunities, and strives for continual improvement
- *Team-Oriented:* Works cooperatively, embraces accountability, maintains a professional workspace, and contributes to a positive work culture
- *Organized and Self-Directed:* Effectively manages time, responsibilities, and changing priorities

WORK ENVIRONMENT & EXPECTATIONS

Primarily office-based, with regular travel to meet consumers in the community. Monday–Friday, 8 AM–5 PM schedule; occasional evenings/weekends may be required. Reasonable accommodations will be made to support employees with disabilities. Must comply with HIPAA and maintain strict confidentiality.

NON-DISCRIMINATION POLICY

Access to Independence is committed to providing an inclusive, welcoming environment. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by federal, state, or local law.

We actively encourage applications from individuals with disabilities, LGBTQ+ individuals, people of color, and other underrepresented groups. People with lived experience with disability are strongly encouraged to apply.

DISCLAIMER

This job description is intended to convey essential information about the scope and responsibilities of the position. It is not intended to be an exhaustive list of skills, efforts, duties, or responsibilities associated with it. Duties may be adjusted or modified at any time to meet the needs of the organization and those we serve. Your signature is an acknowledgement that you meet the minimum qualifications for this role and can consistently demonstrate having the personal characteristics that align with the values of the organization.

Access to Independence of San Diego, Inc. is an Equal Opportunity Employer. We are committed to building a diverse and inclusive team. We do not discriminate on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status. Individuals with disabilities are strongly encouraged to apply.

If you require accommodations during the application or interview process, please contact us at info@accesstoindependence.org

Acknowledgement and Acceptance

I have read and understood the job description above. I acknowledge that this job description provides a general outline of the responsibilities, duties, and expectations of the position, and that it may be subject to change as organizational needs evolve.

Print Name: _____

Signature: _____

Date: _____

Supervisor's Name: _____

Signature: _____

Date: _____