




Job Description

JOB TITLE: Community Empowerment Specialist

PROGRAM: Youth Street Outreach Program

REPORTS TO: Community Programs Director

TYPE OF POSITION: Non-Exempt, Part Time

APPROVED BY:  **DATE:** 05/25/2023
Executive Director

SUPERCEDES JOB DESCRIPTION TITLED AND DATED: Culture and Arts Instructor 7/12, Community Programs Specialist 5/17, Youth Empowerment Specialist 12/18, 8/12/2020, CES – Ke Kahua/SOP 8/26/2020, Community Empowerment Specialist- Youth Street Outreach Program November 2022

I. JOB SUMMARY: Under the direct supervision of the Community Programs Director, and in keeping with the mission and goals of the agency, conducts street outreach and operates drop-in center services focusing on youth and young adults. Street Outreach Program services to Kauai homeless youth and their families involves maintaining pantry, utilizing the foodbank monthly, donations and supplies to provide food, hygiene, and other products as needed. Record keeping is also required to document services with sign in sheets, encounter forms, Bridging the Gap (BTG) reports/assessments, entry of data into HMIS, and monthly program reports to the Director. Collaboration with community partners, recruiting/coordinating volunteers and utilizing resources are critical.

II. QUALIFICATIONS/REQUIREMENTS:

Skills/Knowledge: Competence in knowledge of and ability to coordinate with community resources; knowledge of family/youth dynamics and ability to maintain communication as well as record keeping & organization important. A skilled facilitator of culturally and developmentally appropriate messages to the community we serve also critical. Team player and able to work collaboratively with others.

Education/Training: Bachelor's Degree in education, human services, or related field preferred; trained/demonstrated competence in consumer service or community services. Certified in CPR and First Aid. Some computer skills and familiarity with office setting and requirements.

Experience: Interest and experience with community service/consumer service type work.

III. ESSENTIAL JOB FUNCTIONS:

- Coordinate with individuals and agencies to offer the community products needed for daily living and health.
- Coordinate weekly outreach into the community, utilizing resources and promoting health and safety of young homeless individuals.
- Publicize activities and messages for community norms change.
- Utilize sign-in to document and collect data, gather data with encounter and assessment forms, enter HMIS, monthly reports of performance and results
- Increase youth/family options for participants in collaboration with other programs and services. Refer to other agencies for housing, treatment, health etc.
- Attend training and meetings as required.
- Maintain consumer confidentiality at all levels.
- Demonstrate acceptance and implementation of the organization's philosophy

IV. OTHER JOB FUNCTIONS:

- Report on program outcomes and quality improvement activities in cooperation with Community Programs Director.
- Coordinate and report on pre-service and in-service training.
- Coordinate participant and volunteer recruitment
- Provide required documentation for assessing program progress and barriers.
- Maintain linkages with agencies and constituencies to ensure good communication and information sharing.
- Participate in all multi-agency projects, trainings, and meetings as required.
- Maintain consumer/participant confidentiality at all levels.
- Other duties as deemed necessary and assigned.

V. WORKING CONDITIONS:

Environment: School classrooms and campus, office, and community settings.
Equipment Use: Computer, telephone, and all other standard office equipment,
Work Hours: Part Time, Monday thru Friday, typically 8:30 a.m. - 4:30 p.m., with regular day-time schedule and attends meetings and events as requested or assigned, flexibility to work outside the daily office hours if required.

VI. PHYSICAL DEMANDS: Frequent standing, frequent public speaking, frequent walking, occasional working at a computer; occasional carrying of 50 pounds. Frequent driving to provide distribution of items and attends events, etc.

VII. MENTAL DEMANDS: Frequent use of judgment and discretion. Maintain focus, humor, and calm with primarily target group and community. Efficiency in organizing events, delivery of program supplies, and addressing youth and/or family challenges.

VIII. COMMUNICATIONS DEMANDS: Frequent public speaking, collaboration and coordination required; requires ability to interpret and respond appropriately to written and oral needs/requests of others; highly effective communication required; must work collaboratively as a member of a team; must relate well with and work cooperatively with different ethnic groups and be sensitive to the cultural, language or dialect, financial, age, and educational diversity of colleagues and consumers.

IX. OTHER: Must have access to a vehicle, and must have a valid driver's license, a safe and responsible driving record, plus current no-fault auto insurance, with \$100,000 bodily injury liability coverage on personal auto(s).

This job description is intended to indicate the kind of tasks and levels of work difficulty that will be required of the position given the title **Community Empowerment Specialist** and shall not be construed as declaring all the specific duties and responsibilities. It is not intended to limit or in any way modify the right of the supervisor to assign, direct, and/or control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Employee's Acknowledgement _____ Date _____