



Residential Youth Services & Empowerment

SITE COORDINATOR

Job Description

GENERAL DESCRIPTION:

Residential Youth Services & Empowerment seeks a Site Coordinator to manage and maintain housing programs and properties, maintain safety standards and occupancy, and perform other necessary duties to provide a welcoming and safe environment for youth experiencing, or at-risk of homelessness. Programs may include transitional housing, clean and sober housing, or other supportive housing,

JOB RESPONSIBILITIES:

- Develops and maintains knowledge of evidence-based concepts, principles, procedures, and practices for youth experiencing or at-risk of homelessness.
- Manages and maintains property to ensure resource availability for youth experiencing homelessness.
- Ensures client interactions are congruent with Positive Youth Development and utilize a trauma-informed approach.
- Maintains files for residents, including occupancy agreements, property specific files/agreements, and youth's personal records.
- Able to track and document incident reports, lease violations, and deliver notices to residents as needed.
- Complete monthly tasks such as room inspections, update calendar with important dates, prepare monthly agendas for house meetings, and assign chores.
- Maintains health and safety standards.
- Handles cleaning, repair, and maintenance requests for/building and grounds.
- Supervise contractors and maintenance staff for services and repairs to property.
- Collects fees/rents from residents in accordance with agency guidelines, if applicable.
- Supports program goals and objectives with regular communication and coordination with program manager.
- Develops and sustains business relationships needed for property management and maintenance.
- Completes timely input into data management information system, such as Apricot and Clarity
- Participates in and attends all staff meetings, staff development events and appropriate agency-wide committees.
- Partner with the Foodbank to make Foodbank runs when needed and assist with them for all properties.

- Aid in building community partnerships and encouraging community engagement with the youth. Plan safe activities with the youth and coordinate with community organizations as able.
- Supervise residents participating in workforce development projects.
- Help aid in educating youth with life skills such as daily living, assigning, and overseeing chores, time management, financial literacy, technology, and social media.
- Willing to get additional training and/or certificates as needed.
- Assist youth with Case Management needs as applicable.
- Assist youth with obtaining and maintaining SNAP/EBT benefits as applicable.
- Help youth with obtaining vital documents.

QUALIFICATIONS:

- Minimum of two years' experience in social services, property management, site coordination, or program management.
- Experience working with young adults ages 18-24 preferred.
- Skills in effective communication, conflict resolution, problem solving, and crisis management.
- Ability to perform responsible work involving the use of independent judgment and personal initiative.
- Able to work in a diverse setting with people of all backgrounds, culture, and orientation.
- Ability to work effectively and exhibit professional work ethics, working cooperatively and respectfully with co-workers, administration, and other stakeholders within the community.
- Able to make clear and concise decisions often under pressure.
- Understand and maintain confidentiality of member information, perform general clerical duties including recordkeeping and filing.
- Must have reliable vehicle, relevant auto insurance, a clean driving record, valid driver's license and willing to drive vehicle for job related tasks.
- Maintain certification in CPR & First Aid (must obtain within 90 days (about 3 months) of hire)
- We believe in second chances. Individuals with challenging backgrounds are strongly encouraged to apply. Employment is subject to required clearances which include fingerprinting, background checks, and drug testing.

Job Type: Full-time

Salary: \$44,000 - \$50,000 /year

RYSE is an Equal Opportunity employer and encourages all candidates to apply including members of the LGBTQ+ community.