



BOYS & GIRLS CLUBS
OF THE FOX VALLEY

Position Title:	Runaway and Homeless Youth Services (RHYS) Coordinator	Rev. Date:	February 28, 2019
Department:	Youth Services	Classification:	Non-Exempt
Reports To:	Director of Runaway and Homeless Youth Program	Location:	Appleton, WI
Incumbent:		Signature:	

Position Summary

Responsible for data entry of the Homeless Management Information System (HMIS). Enters demographic data into a federal database to better understand homeless youth population in the community and state of Wisconsin as a requirement of state grant. Provides support to ensure programs meet outcomes and objectives to better serve area youth. Responds to Runaway and Homeless youth who need crisis intervention by addressing their immediate concerns and providing additional supportive services. Provides follow up service as needed. Establishes and maintains productive relationships with schools, law enforcement, and a wide network of community-based human service organizations, county human services and other interested and connected services that ensure the program operates at an exemplary level and retains and grows the resources needed to support itself.

Position Responsibilities

- Accurately input client level data in database
- Maintains active caseload of clients who seek services through our program
- Answers crisis calls from youth and community members as needed
- Meets with school staff to assess youth needs
- Follows up with youth who seek supportive services
- Establishes and maintains strong collaborative relationships with other service providers and community agencies
- Participates in Runaway and Homeless Youth education in the community.
- Participates in outreach community activities that support at risk youth
- Attends trainings and meetings as required
- Participate in agency wide and team meetings to keep informed of program and agency

Qualifications – requires a majority combination of the following:

- Bachelor's Degree or currently working towards a degree in Counseling, Social Work, Non-profit management, Education, Human Services or related fields preferred
- Experience working with and providing support services to at-risk youth and young adults, teaching and instructing,
- Experience in case management
- Experience with data entry, grant reporting and strong computer skills
- The ability and passion to work with at risk youth.
- Ability to maintain professional boundaries and build trust and respect
- Ability to maintain confidentiality
- Knowledgeable about youth development, crisis intervention, trauma and conflict resolution.
- Ability to work with diverse populations.
- Demonstrated leadership skills and the ability to motivate and inspire.
- The ability to exude confidence and maintain control of a safe and positive youth development environment.
- The ability to work independently and efficiently.
- The ability to communicate clearly, both verbally and in writing

Working Conditions and Hours:

Work environments may include in office, schools, social service agencies, and community locations. RHYS Coordinator is a full-time position and will average around 30-35 hours per week Monday through Friday, flexibility required around program needs.