

Job Description
OYEAH Council & Clubhouse Coordinator

Purpose & Scope

- The primary goal of this position is to engage and empower youth and young adults to actively participate in the youth/young adult councils and the clubhouse. The foremost objective is to create and maintain a strong, viable council that can become the decision making/advocacy body for local and state-wide initiatives related to transition. The clubhouse is to be established and maintained as a welcoming environment in which older youth and young adults will find to be inviting and therefore come to regularly. The focus of this work will be to establish strong positive relationships with these youth/young adults and facilitate their search for information that supports independent living. They include the critical domains of functioning: working, living, learning, belonging, healing and safety. With ongoing feedback from the Council, maintain a rich and dynamic environment that meets the needs of youth/young adults.

Essential Functions & Responsibilities

- Establish a Young Adult Council
- Support the Youth Council and determine, with consultation, if the Council should function as one or two entities.
- Make the mentorship certification program viable in Milwaukee
- Organize and maintain the clubhouse space
- Build a "library" of resources in the critical domain areas (employment, education, etc.)
- Develop a strong relationship with all members of the clubhouse.
- Engage all members in futures planning conversations and exploration.
- Provide support by means of referrals for members that may be in crisis.
- Welcome all guests, encouraging them to become members.
- Encourage members of the Young Adult Council to take a leadership role in the ongoing shaping of the clubhouse.
- With input from Project OYEAH staff and the Council, identify and develop educational programs related to independent living (e.g. "How To" courses such as the filling out of job applications).
- Identify jobs and internships in the clubhouse (e.g. receptionist).
- Keep clubhouse records, progress notes and Federal evaluation requirements.

Organizational Relationships

- Develop and maintain a relationship with other drop-in centers throughout Milwaukee.
- Develop relationships with other agencies and organizations that support youth/young adults in becoming independent (e.g. job training sites, etc.)
- Participate on an ongoing basis in the State-wide transition committees that include young adult representation.

Education / Training/Experience

- A minimum of 7 years experience working with social services and 5 years working with older youth and young adults that have mental health challenges.
- A minimum of a bachelor's in social work or a related field; master's degree preferred.

OR

- Ten years experience in social services field with older youth and young adults that have mental health challenges and 4 years of supervisory experience.

Essential Skills & Knowledge

- Understands how to engage, market to and develop informal relationships with youth and young adults
- Has a working knowledge of working with the SED population, especially adolescents and young adults.
- Has knowledge of a broad range of community services and supports especially in the areas of housing and employment as well as in the areas of education, health and safety.
- Understands and operates under a model of strength –based service using an individualized centered approach.
- Skillful in facilitation of young adult groups.
- Understands the strength of formal and informal community supports and how to access them.
- Technical requirements include maintaining all required documentation, assessment tools and progress notes.
- Has strong computer skill.
- Is able to maintain a facility with limited oversight.

Required training

- Transition to Independence Process (TIP)
- Transitional Planning
- Synthesis

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