



## **Local Operations Coordinator:** The Moving Forward Initiative

**Job Duties and Description:** Under the direction of the DHHS, Office of Child and Family Services State Project Director, The Local Operations Coordinator has primary responsibility to manage the overall development, operations, and implementation of the local *Moving Forward* program. This position also is responsible for ensuring that the *Moving Forward* program design will accommodate and facilitate the voluntary participation of youth and young adults that are served in this Initiative in the context of Youth Guided principles of care.

The Coordinator is also responsible for ensuring program design, and monitoring and evaluating the effectiveness of projects. Additionally, the Coordinator encourages youth and Young adults to move toward self- advocacy in the attainment of their own, culturally-specific life goals for themselves.

### **Essential Job Functions:**

- Receive and process all referrals
- Facilitate implementation of the learning collaborative model for Transition to Independence Process (TIP) for consumers, peer specialists and provider agencies
- Train and provide technical assistance to agencies interested in the Transition to Independence (TIP) model of case management
- Completes fidelity assessments for the agencies utilizing the Transition to Independence Process (TIP) model of case management
- Works with agencies to review fidelity results and develop work plans based on those results
- Complete baseline and follow up interviews with youth/young adults enrolled in the program
- Supervise and train Peer Mentors employed by Moving Forward
- Engage in communication and outreach with the community and stakeholders about the project and its benefits
- Works in inter-agency and intra- agency teams and provides consultation to these teams on Youth Guided principles and the TIP Process
- Actively engage youth in the development of this project
- Participates in the flex fund request process with the youth and other identified members that support the youth.
- Assists, supports, and helps youth in navigating the system of care and community supports.
  
- Manages the social marketing and outreach aspects of the *Moving Forward* Initiative.
- Incorporates youth and young adults into evaluation and local workgroup activities and solicits their input on the design and objectives of the *Moving Forward* Initiative.
- Develops youth guided materials and protocols for young people who elect to participate in the formal Transition to Independence Process (TIP).