

**Roads To Independence
3355 Washington Blvd
Ogden, UT 84401
801-612-3215
801-612-3732(fax)**

Position Title: Youth Coordinator

Agency Description: Roads To Independence is a nonprofit, grassroots, advocacy organization by and for people with disabilities. We are an active agency looking to assist individuals with disabilities live as independently in the community as possible. Core services include but are not limited to Advocacy, Information and Referral, Life Skills Training, Peer Support, Recreation, Assistive Technology, Transition (Youth, Nursing Home, and Diversion from Institutions). We primarily cover Davis, Morgan, and Weber Counties.

Status: Full Time Exempt- 40 hours a week.

Salary: Based on experience with retirement benefits and insurance. (Range 17 to 24 an hour)

Reports to: Day to Day direction by Program Manager and Executive Director.

Supervises: Youth Life Skills Instructors, Youth Independent Living Specialists (ILS), and Peer Mentors with respect to youth activities

Closing Date: Position remains open until filled by qualified applicant.

To Apply: Email [resume, college transcripts, and cover letter- \(cover letter should include supervisory experience, experience running youth programs for people with disabilities\)](mailto:roads@roadstoindpendence.org), to roads@roadstoindpendence.org (Please reference "Youth Coordinator" in the subject line of your email or resume) or mail/deliver resume to:

**Roads To Independence
Attn: Tracy Socwell, Program Manager
3355 Washington Blvd.
Ogden, UT 84401**

The Youth Coordinator will oversee all services for youth with disabilities (5 to 24). Including but not limited to: Intake and assessment, Pre-Employment Transition Services (Pre-ETS), life skills, IEP and 504 advocacy, college and employment readiness, supervising youth activities, developing and implementing youth training curriculum, and supervising Youth Life Skills Instructors.

Essential Duties:

1. Develop and implement youth training curriculum.
2. Supervise: Youth Life Skills Instructors, Youth Independent Living Specialist, and Peer Mentors with respect to youth activities.
3. Develop and Supervise the development of individualized Independent Living Plan's, i.e.: setting goals, establishing timelines, services, training, enrollment, charting, tracking, and reports.
4. Enroll students in Pre-ETS, track and monitor application process and state approval.
5. Identify barriers in the community that prevent Youth from being integrated into their communities.
6. Interact with youth, teachers, Vocational Rehabilitation Counselors, job coaches, and other professionals in a respectful and professional manor.

7. Develop and maintain relationships with Davis, Weber, and Ogden School Districts to provide services to students with IEP's or 504's.
8. Coordinate with USOR Vocational Rehabilitation Pre-ETS department to provide Pre-ETS services.
9. Coordinate a team to work with youth with disabilities to reach their goals.
10. Submit all reports, case notes, and other required paper work in a timely manner.
11. Prepare billings.
12. Coordinate outreach activities in the community.
13. Coordinate on-line virtual training and technical supports as needed
14. Advocate on issues promoting the independence of people with disabilities.
15. Provide or coordinate life skills training.
16. Coordinate peer services of paid and volunteer peer mentors comprised of consumers who have successfully transitioned to community living.
17. Organize public-private partnerships to provide services needed for this transition groups.
18. Other duties as assigned.

QUALIFICATIONS:

- Minimum qualifications require applicant to have some college, preferably a Bachelor's Degree in a related field.
- Have at least 4 years' experience working with youth with disabilities. At least 1 in a supervisory capacity.
- Knowledge and experience in developing a curriculum for youth with disabilities.
- Experience with independent living skills training.
- Experience with Pre-ETS services is a plus.
- Management, leadership and organizational skills with the ability to balance multiple tasks, prioritize work effectively and use judgment and discretion in decision-making.
- Ability to travel in a multi-county service area.
- Computer literate.
- Adequate typing speed
- Reliable transportation
- Excellent writing skills.
- Must have an acceptable Criminal Background Check.
- Bilingual a plus.
- Person with a disability a plus.

This job description is not intended to be and should not be construed as an all-inclusive list of responsibilities, skills, efforts or working conditions associated with the position. While it is intended to be an accurate reflection of the job requirements, Roads reserves the right to modify, add or remove duties and to assign other duties as necessary.

Working Conditions:

Work schedule requires flexibility and is dependent upon program needs. Work is typically performed in an office environmentally controlled setting. The position requires traveling out of area and working flexible hours, occasionally including weekends and evenings. *Roads To Independence is an affirmative action/equal opportunity employer and is committed to increasing the diversity of its workforce and sustaining a work environment that is inclusive. Women, minorities, veterans and people with disabilities are encouraged to apply. Reasonable accommodations will be made for employees with disabilities.*