



Project PAVE

Bilingual Youth and Family Support Coordinator Position Description

Organization Overview

Founded in 1986, the mission of Project PAVE is to empower youth to end the cycle of relationship violence. The cycle of relationship violence is generational and affects people in every community. PAVE's approach to ending this cycle is through intervention and family advocacy, prevention education, and youth leadership. Project PAVE annually reaches over 3,500 children, teens, parents, teachers and other professionals with its therapy and violence prevention programming in Denver-metro area schools and other community outlets. Project PAVE services are youth-focused and offered for free to the community.

Position Title: Youth and Family Support Coordinator

Classification: Full-Time, Salaried

Reports to: Intervention Director

Summary: As the Youth and Family Support Coordinator, you are responsible for: 1.) Providing advocacy, support, coaching, and resource connections for client families; 2.) Acting as a liaison between School-Based Therapists, schools, and other community service organizations; 3.) Helping empower families to accomplish established goals; and 4.) Working in conjunction with PAVE's prevention team.

Key Responsibilities

Support Coordination for Clients.

- Provide direct assistance to include resource linking, referral assistance, system navigation, and goal coaching for child & youth victims of relationship violence and their families in relation to practical family needs (e.g. safety planning, restraining orders, employment, housing, legal services, mental health, health care, social development, education, language/literacy)
- Collaborate with client families, School-Based Therapists, school staff, community agencies, courts, human service providers, and other partners to assess needs, facilitate referrals, exchange information, and resolve issues and concerns
- Maintain regular contact with families through school, community, and home visits during weekdays and some weeknights
- Support client families by explaining, interpreting, and clarifying program guidelines, objectives, and expectations.





Project PAVE

Recordkeeping and Supervision.

- Manage client records ensuring clients fully understand and participate in PAVE's treatment outcome & evaluation systems (e.g. data gathering, survey completion, opinion questionnaires, focus groups)
- Manage client paperwork process ensuring completion of all forms including intake forms, funding source applications, release/consent forms, notice of client's rights, and school data releases
- Initiate and maintain client records/files within PAVE's data tracking system on a monthly basis
- Attend and participate in Individual and Group Supervision
- Responsible for ensuring that the Clinical Supervisor is fully aware of caseload and caseload status

Management & Operations.

- Attend program team meetings, business meetings, flexible staff meetings, and other PAVE functions and events
- Serve on PAVE's cross-functional teams outside of regular work responsibilities

Qualifications

- Bachelor's degree in human services, human development, child development or related field
- Bi-lingual (English/Spanish) required
- At least 3 years of advocacy or case management experience working with families from different cultural, socioeconomic, and linguistic backgrounds
- Devotion to working within a culturally inclusive environment
- Ability to work as part of a team and independently with minimal supervision
- Strong computer and technology skills
- Reliable transportation required

Compensation

Salary and benefits are competitive and commensurate with experience.

To apply, please send a cover letter, resume, and three references to jobs@projectpave.org. Resumes will be accepted until the position is filled.

Equal Employment Opportunity

Project PAVE will not discriminate on the basis of race, age, sex, physical challenges, creed, color, national origin, religious or political affiliation, gender expression or sexual orientation, marriage or military status.

