

# YOUTH RESOURCE COORDINATOR (CASE MANAGER)



## Position Summary

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Are you an organized, compassionate and collaborative team player who is excited about connecting youth to needed community supports? Do you thrive in an entrepreneurial environment focused on providing excellent workforce readiness and leadership opportunities for and with young adults? Are you motivated by the chance to teach young people social-emotional skills and link them to the social services they need to reach their vision of success? You might be our next Youth Resource Coordinator.

## The Organization

For nearly ten years, Liberty's Kitchen has used food and hospitality as a platform to promote youth success and community building. Our employees are deeply committed to the organization because of our:

- Meaningful and purposeful mission
- Family-oriented environment
- Shared gathering around meals

We are guided by our mission, vision, and values:

### MISSION

Liberty's Kitchen provides pathways for New Orleans young people to create and achieve their vision of success. Food—at the heart of our city's economy, culture, and future—is our chosen vehicle for change.

### VISION

A community where all young people can succeed.

### VALUES

#### **Youth-Centered**

We exist to be a platform for youth to create and achieve their vision of success.

#### **Interdependent**

"We are because you are." Our work in the kitchen, in the program, and in the community is highly collaborative.

#### **Committed to Excellence**

Overcoming entrenched social challenges requires vision, creativity, and effort equal to the scope of the problem.

#### **Grounded in Racial Equity**

Adverse conditions disproportionately facing youth of color are a legacy of structural inequality.

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## The Position

The Youth Resource Coordinator reports to the Community Resource Manager and is responsible for facilitating high quality, high impact case management and intensive wraparound services to youth ages 16-24 participating in our job training program. The Youth Resource Coordinator will help trainees navigate through life and workplace challenges, identify what kinds of support and community resources they need, as well as create and implement plans to assist them with achieving their goals. The ideal candidate has case management or social services experience and the ability to connect community resources and participant needs. Consistent and accurate modeling of Liberty Kitchen's values are essential to achieving our vision of creating a community where every young person has a chance to succeed.

**Must be able to pass a background check and have a clear driving record, as every position at Liberty's Kitchen involves supporting young adult programs.**

## Key Responsibilities

The Resource Coordinator will be responsible for:

- Assessing youth upon intake to determine service needs and devise a plan for coordination of services and referrals to advance participant toward career, education and life goals.
- Effectively performing crisis intervention including de-escalation, crisis planning and implementation.
- Assisting youth in developing an individualized service plan to address barriers to education and/or employment. Engage participants in goal setting, action planning, and regular follow-up on referrals and supports. Inform staff of participant progress in goal attainment and the implementation of social service plans as appropriate.
- Maintaining regular communication with the Community Resource Manager and community partners to align services promoting self-sufficiency and youth's vision of success.
- Advocating for trainees by providing referrals, individualized coaching, crisis intervention, and other additional resources as needed.
- Promoting prosocial communication, essential/soft skills development, personal/social awareness, teamwork, accountability and appropriate decision-making between youth, staff, and community partners.
- Maintaining accurate and timely data management with routine documentation of youths' progress and service plans.
- Supporting the Community Resource Manager in acting as the program liaison with community partners including legal services, health care, housing, and other related supports to mitigate barriers to program engagement and employment.
- Assisting the Community Resource Manager in managing existing relationships and foster new connections to local community-based organizations, and social services to engage prospective partners to provide needed services to participants and staff.

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- Other duties as determined by Community Resource Manager, and needs of the organization.

## REQUIREMENTS:

- Bachelor's Degree required. MSW or Graduate Degree preferred in youth and human development, social work, education, psychology, criminal justice, or other related field.
- 2-3 years providing social services (case management) with youth or high-risk populations with the following barriers: criminal justice system involvement, mental/behavioral health challenges, substance use/abuse, trauma, domestic violence, homelessness, learning disabilities, and/or school drop-out status, among others.
- Lived experience enabling rapport-building with opportunity youth population preferred.
- Ability to help trainees de-escalate conflict situations and reframe them into meaningful learning experiences.
- Understanding of frameworks from Positive Youth Development, Social Emotional Learning, and Restorative Practices. Also, cultural competence and trauma-informed practices in support of opportunity youth.
- Ability to instruct group and individual sessions on effective coping techniques for stress, social and emotional learning, and/or conflict resolution.
- Strong interpersonal skills and ability to communicate well verbally and in writing with diverse audiences.
- Excellent organizational skills, ability to manage caseloads and effectively work with trainees and alumni.
- Able to manage multiple projects at any given time.
- Must be proficient in basic technology resources: Microsoft Office, Google Suite, data management software.
- Deep knowledge and ability to communicate the mission and purpose of Liberty's Kitchen.

**Compensation: Commensurate based on experience.**

## SCHEDULE

- 8:30AM - 4:30PM, Monday – Friday, with occasional weekends or extended hours.

## TRAVEL

- Must have clear driving record and be able and willing to travel between Liberty's Kitchen locations and to partner meetings.
- Transporting youth in the passenger van, as needed.

**Benefits: Excellent Health, Dental, Vision, Life Insurance and Short Term Disability; 2 meals daily, 15 PTO + paid holidays**

## To Apply:

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Email your resume and cover letter in a combined PDF (one document) to [careers@libertyskitchen.org](mailto:careers@libertyskitchen.org). Use subject line Youth Resource Coordinator Application.

No phone calls please.