Position Title: Independent Living Specialist  
Employment Classification: Full-Time; Salary; Exempt  
Reports to: Independent Living Program Supervisor  
Department: Program  
Program Summary: Independent Living Program (ILP) serves as a strategy to help foster youth prepare for independence via life skills workshops, activities, events, and case management  
Position Summary: Responsible for the creation and delivery of approximately 30 ILP workshops and 6 events per year. ILS also provides one-on-one assessment, instruction, guidance, and support services to foster youth to ages 16 to 21.

Major Areas of Responsibility:  

ILP Case Management  
- Must demonstrate the ability to work independently and make significant case plan decisions regarding youth assigned for case management  
- Significant decision making responsibility is required to facilitate youth emancipation and post-secondary education and/or career  
- Carry a caseload of current and former foster youth to assist with transition skills  
- Quickly assess youth developmentally to set achievable goals  
- Maintain regular contact with assigned youth  
- Significantly impact and influence emancipation planning services and hands-on- life skills development  
- Update and maintain program database  
- Provide outstanding youth support and customer service  
- Exhibit all contract requirements with the Quarterly Utilization Reviews  
- Provide access to OCF programs and community resources  

ILP Workshops  
- Must demonstrate the ability to work independently in the creation of appropriate workshop curriculum and make significant determinations regarding selection of workshop speakers  
- Continually revise workshops to keep content current, relevant and interesting  
- Significant leadership and decision making responsibility is required to monitor up to 60 youth before, during and after ILP workshops  
- Meet contract requirement of at least 30 ILP workshops (workshops occur on weekday evenings and Saturday mornings)  
- Meet contract requirement of at least six ILP events  
- Provide outstanding customer service to clients  
- Responsible for shared ILP tasks (rotated between four Independent Living Specialists)  
- Support to the Peer Mentor Program (supervision, recruitment, training, etc.)
Knowledge, Skill and Experience Requirements:

- Bachelor’s Degree in sociology, social work, education or a related field
- One to two years experience in the human services field
- Demonstrate strong, independent project management skills and credibility with management
- Demonstrate a basic understanding of adolescent & child abuse issues
- Proficient in Microsoft Office applications: Outlook, Word, and Access. Data entry knowledge and experience preferred
- Supervisory experience preferred
- Proficient writing skills & comfortable presenting oneself in community settings
- Must be a minimum of twenty-one years old
- Posses a valid California driver’s license and proof of automobile insurance. Position requires DMV clearance
- One to two years case management experience
- Pass a background check

Essential Qualities:

- Understanding of and passion for the Foundation’s mission and vision
- Exemplifies organizational core values of respect, collaboration, leadership, integrity, and knowledge
- Demonstrates organizational operating principles of communication and teamwork
- Displays the organization’s essential attitudes by approaching projects, activities and other job functions with flexibility and a positive attitude
- Must be a team player
- Enjoys working directly with youth, volunteers, community partners, etc.

Working Environment/Physical Requirements:

Position requires use of personal vehicle to transport clients and occasional driving to meetings, workshops, events, etc. Physical requirements include standing, sitting, typing, bending and lifting up to approximately 50 lbs (i.e. tables, chairs, food, water, etc.)

Modification to work schedule may be made based on need of the Foundation.

Orangewood Children’s Foundation is an Equal Opportunity Employer.