



Job Description

Position Title: Transitions Advocate

Reports to: Family Engagement Coordinator

FLSA Status: Non-Exempt

Pay Range: \$36,900 – \$55,400 commensurate with experience

Contributor Level: Individual

General Purpose:

The Transitions Advocate is responsible for serving as the principal connection between the Florence Crittenton (FloCrit) Campus and its high school graduates, alumnae, and their families. The Transitions Advocate provides case management services to graduates in order to help them successfully move from high school programming to post-secondary studies or training, full- or part-time work, and/or other priorities depending on their specific needs and interests. The Transitions Advocate reports to the Family Engagement Coordinator.

Essential Functions:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provides case-management to FloCrit's seniors, GED students, recent graduates and alumnae including regular outreach via text, phone and off-site visits, and connects graduates, alumnae and their family members to community services that emphasize quality childcare and parenting support.
- Supports planning, implementation and assessment of on-site afternoon and evening activities, workforce readiness, and wraparound services for teen mothers, children, young fathers, alumnae, and extended family members
- Identifies and cultivates community partners to deliver programs, services, and opportunities of value to teen mothers, alumnae, young fathers, and family members specifically designed to help them develop transferrable and marketable skills, strengthen protective factors, build social capital, and connect to community resources in partnership with Mile High United Way and other FloCrit staff.
- Supports the development of an annual calendar of after-school enrichment, life skills training, and wraparound services in coordination with the Family Engagement Coordinator including job skills and certifications courses, tax preparation services and financial education, legal services, parenting and child development education, health and fitness activities, and artistic and creative activities.
- Develops positive relationships with Florence Crittenton Services' seniors, recent graduates, alumnae, and extended family members, including grandparents, siblings, and young fathers.
- Helps ensure participation and networking amongst recent graduates, alumnae, young dads and family members and campus staff through use of a variety of outreach methods, including continued one-on-one engagement, announcements at other campus events, phone calls and

text message reminders; posters, flyers, and newsletters; and Facebook posts, Twitter, Instagram, Snapchat, and all other relevant social media.

- Supports all key logistical aspects of activities that are implemented, including purchasing supplies and food, and ensuring accommodation of facilities as needed. Helps welcome and thank partners on-site at the beginning and/or end of each activity.
- Supports distribution of basic needs, including coordination of a weekly trip to Wee-Cycle, and helps teen moms obtain required documentation for services.
- Supports after-school transportation to- and from campus using Florence Crittenton Services' 12-passenger van five days a week and ensures that the van is filled with gas.
- Collects, inputs, and reports on data as required to assess program fidelity and outcomes and regularly checks in with school counselors on students that are approaching graduation requirements.
- Helps coordinate child care and volunteer needs with the Family Engagement Coordinator.
- Supports promotion and delivery of incentives that encourage participation.
- Attends two Family Engagement events per year and the evening High School Graduation.
- Ability to work independently with strong ethics and initiative.
- Serve as a community liaison by doing outreach while in the community. Distribute pamphlets and make connections with key referral agencies.
- Performs other duties as required and necessary to ensure the success of Florence Crittenton Services.

Supervisory duties:

- None.

Knowledge, skills and abilities:

- Ability to consistently promote, support, work, and act in a manner in support of Florence Crittenton Services' vision, mission, and values.
- Ability to work well in a dynamic, fast-paced environment, multi-task, manage details and take initiative.
- Strong organizational and time management skills.
- Strong cultural sensitivity and inclusive approach with a commitment to empowering young adults.
- Exceptionally reliable, flexible and a team player.
- Strong teamwork, communication, and interpersonal skills, including ability to work collaboratively with diverse staff and challenging clientele.

Education:

- Bachelors degree is required.

Experience:

- Two or more years of related experience and/or training in: Education, Nonprofit Work, Volunteer Management, Youth or Family Programming, or Social Work is required.
- Experience working with young people, particularly at-risk youth and adults is preferred.
- Experience planning, organizing, and implementing a program or project; recruiting, coordinating, and managing volunteers and family members, and/or working with the public in a nonprofit or community environment is preferred.
- Experience developing recruitment and outreach plans is preferred,
- An equivalent combination of education and experience may be substituted on a year for year basis.

Additional Requirements/Licenses/Certifications:

- As required by the Denver Public Health Order, all Florence Crittenton Services employees must be fully vaccinated against COVID-19 and are required to provide valid proof of vaccination.
- Must have reliable transportation.
- Must have a valid driver's license.
- Passing a driving record (MVR) and criminal history background checks will be required prior to the start of employment. Proof of insurance is required.
- Spanish bilingual is preferred.

Working environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may involve additional hours during the evenings or on the weekends.
- Subject to call-back work and incumbent must be able to respond to emergency.
- May be required to rotate on-call responsibilities.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to stand, sit, walk, walk on unpaved terrain, talk, reach with arms and hands, have good manual dexterity, use hands and fingers to operate a computer and telephone keyboard, handle or feel, hear alarms/telephones/normal speaking voice.
- While performing the duties of this job, the employee is regularly required to talk or hear.

- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
- Moderate physical effort may be required by moving and positioning objects up to 50 pounds occasionally and / or 25 pounds frequently.

Compensation

- Salary Range is \$36,900 – \$55,400 commensurate with experience

Benefits

- A generous benefits package includes paid time off, paid holidays, health, dental, and vision insurance, a 401(k) Retirement plan, employer paid Life, AD&D, STD, and LTD insurance, and EAP

***Florence Crittenton Services** is an Equal Opportunity Employer and does not discriminate against any person in any condition of employment based on race, color, creed, national origin, age, religion, disability, sex, sexual orientation, gender identity, gender expression, genetic information, marital status or veteran status.*