

UpValley Family Centers Youth and Family Specialist



Employment Type: Full Time (non-exempt)

Salary: competitive and based on experience

Benefits: Medical, dental, 401K, vacation, sick leave

About UpValley Family Centers (UVFC): Our mission is to provide guidance, support, and resources in the community, in the home, and for the individual, so that everyone can achieve a better life. We envision that through healthy relationships and networks of support, all people are safe, valued, and prepared to create the future they want for themselves, their families, and their community. Since 1999, UVFC has been the primary trusted resource for low-income communities in northern Napa County, serving as a one-stop shop for access to the resources people need to survive and thrive.

Located at offices in Calistoga and St. Helena, we serve children, youth, adults, and seniors. Taking a prevention-focused, community-responsive approach, our broad scope of services includes guided information and referrals, access to health services and other resources, education and mentorship opportunities for all ages, case management and counseling services, disaster relief and emergency preparedness services, and more. Learn more about us at www.upvalleyfamilycenters.org

The **Youth and Family Specialist** is dedicated to supporting the health and well-being of youth and families through delivery of individual and group services. This includes coordination of a youth mentoring group called "CLARO" (Challenging Latinos through Action Resources and Opportunities) for adolescents in middle and high school, facilitation of student and family referrals to services, and providing parent education in group or individual formats. The Youth and Family Specialist reports to the Education Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lead the CLARO program for adolescent Latino boys in Calistoga and St. Helena at the middle and high school levels, using the CLARO curriculum. Prepare curriculum and activities, plan and implement weekly groups during the school year. Plan and implement summer programs to maintain youth engagement. Align activities with the CLARA girls' program as appropriate.
- Conduct marketing of program, outreach to youth; develop positive relationships with youth; keep youth engaged consistently in the program.
- Run six weekly mentoring groups during the school year (three in each community) - with each group consisting of 5-15 boys. Plan and lead discussions and activities on various topics (i.e. culture, Latino/a heritage, healthy relationships) to strengthen social connections, promote positive self-identity, build communication and decision-making skills, and foster well-being.
- Plan and lead occasional field trips and educational outings for CLARO participants.
- Plan and facilitate community service opportunities for CLARO participants.
- Work with community partners and UVFC staff to bring in guest speakers to the CLARO program throughout the school year.
- Work closely with school administrators, counselors and other staff to coordinate group meeting times and locations, and to ensure program success throughout the school year.
- Manage, evaluate, and report on the success of the program by tracking individuals' participation and their success in school and outside activities.

- Coordinate with CLARO/CLARA staff, including with supervising clinician and evaluator on a regular basis for networking, program planning and support.
- Coordinate counseling referrals for students/families.
- Conduct family outreach; implement parent education, MediCal/health outreach, and special events.
- Conduct parent events for the CLARO/CLARA program at least twice a year.
- Make presentations about the program to engage participants or inform the community.
- Provide Triple P (Positive Parenting Program) services and outreach to families and work with UVFC's Triple P team to ensure all stated goals/outcomes are met.
- Other duties as assigned.

Essential Qualifications

- Bi-lingual: English/Spanish (required)
- Valid Driver's License, insurance or transportation.
- AA/Bachelor's degree in education, social work, or related field with relevant experience.
- Outgoing, motivated self-starter with ability to work as part of a team.
- Ability to multi-task and manage programs, in addition to prioritizing while responding to the changing needs of the community throughout the day.
- Strong interpersonal and organizational skills.
- Possess a minimum of one-year relevant work experience with youth and families, and an understanding of the importance of youth development and family engagement.
- Must have the ability to work with diverse populations from different socio economic backgrounds and cultures.
- Computer literate - proficient with Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Able to prepare public presentations and be comfortable with public speaking.
- Have familiarity with Calistoga and/or St. Helena school districts.
- Must pass DOJ background check, including fingerprinting and TB testing through Calistoga and St. Helena Unified School Districts.

Desired Qualifications

- Knowledge of Napa County resources, and experience with resource and referral a plus.
- Experience leading parent workshops; working with parents who have children of all ages
- Two years' experience in a family agency, school, or behavioral health program demonstrating previous work with children and families.
- Accredited practitioner of Triple P services

HOURS OF WORK:

Work hours will generally fall within normal business hours (Monday-Friday, 8:30AM-5:00PM), but occasional flexibility is required in order to fulfill certain job responsibilities. Some weekend and evening work is anticipated.

UpValley Family Centers is an equal opportunity employer.

To apply, please send a cover letter and resume to:

Zachary Guzik, Education Manager | zguzik@upvalleyfamilycenters.org
Position open until filled. No phone calls please.

Center locations: 1500 Cedar St., Calistoga, CA 94515 | tel. 707.942.6206 fax. 707.942.9382
1440 Spring St., St. Helena, CA 94574 | tel. 707.963.1919 fax. 707.963.2153