

# UpValley Family Centers Youth Specialist



**Employment Type:** 1.0 FTE (non-exempt)

**Starting Salary:** \$24.00/hour or based on experience

**Benefits:** Our competitive benefits package includes full health, dental, and vision insurance, 401K plan, paid vacation, holiday and sick leave

**Location:** UVFC Calistoga office and Calistoga Elementary School

**Hours:** Weekdays 8:30am-5pm

**About [UpValley Family Centers \(UVFC\)](#):** UVFC is a dynamic nonprofit organization that provides prevention services to strengthen children, adults and families. 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 partner with early childhood programs, school districts, nonprofits and city and county agencies. Through our offices in Calistoga and St. Helena, and on school campuses, we offer a broad scope of programs and services reaching over 3,000 people annually.

The Calistoga Elementary School **Youth Specialist** is dedicated to supporting the health and well-being of youth in grades TK-8<sup>th</sup>, through delivery of individual and group services using the Second Step curriculum and restorative practices. Second Step fosters social-emotional learning that can build stronger communities and support inclusive, equitable learning experiences. The Youth Specialist will also facilitate student and family referrals to various resources, and provide parenting education services. The Youth Specialist reports to the Education Program Manager.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lead the Second Step curriculum and activities with elementary school-aged children, including planning and implementing weekly groups or individual services during the school year. Run weekly Second Step groups during the school year – with each group consisting of 5-10 students. Develop positive relationships and keep youth engaged consistently in the program.
- Plan and implement summer programs to support student learning and engagement. Align activities with UVFC's CLARO/CLARA teen program as appropriate.
- Conduct marketing of the program, conduct outreach to youth and families.
- Work closely with school administrators, counselors and teachers to coordinate group meeting times and locations to ensure program success throughout the school year.
- Manage data and report on the success of the program by tracking individuals' participation and their success in school and outside activities. Work with data analyst and/or evaluators to support program evaluation activities.
- Coordinate with UVFC CLARO/CLARA Youth Specialist staff on program planning, implementation and evaluation efforts.
- Coordinate counseling and other necessary referrals for students/families, assisting families with systems navigation when necessary.
- Conduct family outreach; implement parent education (Triple-P), MediCal/health outreach, and assist with special events. Conduct parent events for the parents as needed.
- Make presentations about the program to engage participants or inform the community. Participate in community events or outreach fairs.
- Other duties as assigned.

**Qualifications**

- Bi-lingual: English/Spanish (required)
- Valid Driver's License, insurance or transportation.
- Bachelor's degree in education, social work, or related field, or equivalent 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.
- Familiarity with Calistoga and/or St. Helena school districts a plus.
- Must pass DOJ background check, including fingerprinting and TB testing through Calistoga and St. Helena Unified School Districts.
- 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

**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:**

Marcela Rodriguez, Education Manager | [mrodriguez@upvalleyfamilycenters.org](mailto:mrodriguez@upvalleyfamilycenters.org)  
Position open until filled. No phone calls please.