



Atlantis Community, Inc.

Position Description

Youth Transition Coordinator

FLSA Status – Full Time 35 Hours per Week Non-Exempt
Hourly Wage - \$23.00

Summary

Atlantis Community, Inc. has been providing independent living services in the Denver Metropolitan area for over 45 years. We advocate for all people with disabilities to be a meaningful part of an integrated community of their choice. We offer a variety of services including advocacy, community education, information and referral, peer mentorship, nursing home transition, and youth transition.

As the Youth Transition Coordinator, you will assist youth with disabilities as they transition into adulthood. This could include exploring post-secondary education and employment opportunities. You will work with youth in one-on-one and group settings to establish goals and assist with identifying the necessary services or resources to meet those goals. The Youth Transition Coordinator is responsible for implementing a robust youth transition program to include peer mentorship opportunities, independent living skills training, and community partnerships. You will also lead the organization's efforts to implement a youth advisory council.

Essential Duties and Responsibilities

- Work directly with youth to develop independent living goals and action steps to accomplish those goals
- Facilitate the development of youth peer mentor groups
- Develop a youth advisory council to inform program policies and provide policy recommendations to the board of directors
- Provide independent living skills training
- Provide individual and system advocacy
- Assist in searching for, planning for, and acquiring Medicaid and non-Medicaid funded services in the community, including housing, transportation, employment, social opportunities, and other community resources
- Maintain accurate and current consumer service records using the CILSutedatabase
- Attend necessary stakeholder committees pertaining to youth transition
- Assist in the development of marketing tools for the youth transitions program
- Conduct outreach and coordinate community engagement activities
- Maintain excellent, effective, and regular communication with all consumers and key stakeholders
- Develop partner relationships with other community organizations
- Collaborate with other organizational programs
- Coordinate the annual Atlantis InPower Youth Summit
- Provide training and other resources to youth in high school and post secondary
- Perform other related duties as required



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Essential Qualifications

- Experience working with youth with significant disabilities in a consumer-driven environment
- Knowledge of available community resources such as SNAP, housing options, Medicaid, Medicare, and SSA benefits
- Excellent computer skills
- Strong decision making and problem-solving skills
- Ability to take initiative and work with minimal supervision
- Ability to effectively establish and maintain professional relationships with consumers, staff, peers, and other community professionals
- Small and large group facilitation experience both in person and virtual environments
- Excellent organizational skills
- Experience developing and implementing new programs

Education and/or Experience Required

- Bachelor's degree in human services or related field
- Four years of directly related work and/or lived experience
- A combination of education and experience will be considered
- Experience with project planning preferred

Physical Demands

- Must be able to sit for 30-60 minutes at a time at a desk
- Must be able to practice self-care techniques at work to avoid occupational burnout

Important Notes

- This position is full-time 35 hour/week non-exempt fully benefited position
- Hours are Monday through Friday. Some evenings and weekends required for community events.
- Must be able to travel daily
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The employee must meet the qualifications described to perform the essential functions of this job. The employee can request reasonable accommodations.

Compensation/Benefits

Hourly wage - \$23.00/Hour

Benefits include:

- Medical, dental, and vision insurance with employer paying 99% of base premium
- Paid Time Off
- Mileage Reimbursement
- 11 Paid Holidays

To Apply

Submit a resume and cover letter to hr@atlantiscommunity.org by 5:00 pm Friday December 4, 2020. People with disabilities are encouraged to apply. Please include the position title in the subject line.