



## Youth Specialist Worker Job Description

<b>Reports to:</b>	Executive Director
<b>Supervisory Responsibilities:</b>	Yes; social work intern
<b>Position Status:</b>	Part-time (paid) with flexible hours/opportunity to work remotely

### Position Overview & Basic Function:

Foster Angels of Central Texas is a nonprofit organization dedicated to improving the lives of children in foster care. We are committed to ensuring children in care have their basic needs met and whenever possible provide life enhancing opportunities to help create a sense of normalcy. Foster Angels is searching for a Youth Specialist Worker who is looking for an exciting opportunity to help build out some of our current programs focused on teens/aging out youth in foster care. Program areas include, but is not limited to Bright Angel Scholars, Toys for Teens, Port A Fishing Trip, and Keys to Success car program. The Youth Specialist will work closely with the Program Director and Caseworker to ensure their needs are being met. In addition, the Youth Specialist Worker will provide outreach and advocacy in order to ensure community is aware of assistance/services provided by Foster Angels of Central Texas. This includes attending teen conferences, Preparation for Adult Living meetings and other meetings that are deemed appropriate.

### Primary Responsibilities:

- Oversee all aspects of our teens/aging out programs which includes, but not limited to Bright Angel Scholars, Port A Fishing Trip and Keys to Success car program
- Help build out programming calendar for the above programs
- Assist Program Director with Toys for Teens holiday program
- Help strengthen partnership with PAL (Preparation for Adult Living) Program under CPS and assist in planning various events throughout the year
- Ensure requests & log are updated accordingly
- Ensure proper tracking is in place in regards to requests, receipts, thank you notes
- Manage and build relationships with CPS caseworkers and the foster care community
- Assist in providing content to Marketing Manager to share on social media platforms, newsletter and printed materials where appropriate
- Work with Executive Director & Marketing Manager to help promote the mission of Foster Angels
- Support Executive Director & Board of Directors with other projects deemed as necessary
- Oversees and manage social work intern

### Required Knowledge & Skills:

- An interest in and commitment to Foster Angel's mission to help children in foster care
- Detail – oriented and ability to multi-task on various projects
- Strong interpersonal, verbal & written communications skills
- Ability to work independently while being a good team player
- Effective time management, able to meet deadlines & reliable
- Honest and trustworthy
- Strong problem-solving, priority-setting and decision-making skills

- Microsoft Office proficiency
- Social Work (BSW/MSW) with 2+ years related work experience with at-risk youth preferred

**Other**

- Background check; Must have reliable transportation and valid driver's license

**To Apply:** Please submit your resume, cover letter and 3 references to [info@fosterangelsctx.org](mailto:info@fosterangelsctx.org). Please reference "Youth Specialist INTEREST" in the Subject line. Deadline to apply is November 30<sup>th</sup>.