



Helping youth thrive post foster care  
[www.c2iyouth.org](http://www.c2iyouth.org)

### ***Job Description***

<b>Job Title:</b> Independent Living Skills Counselor	
<b>Reports To:</b> Executive Director	<b>FLSA Status:</b> Full-Time Exempt
<b>Incumbent(s):</b>	<b>Location:</b> Connections to Independence 310 East 38 <sup>th</sup> Street Suite 300, Mpls, MN 55409

#### **SUMMARY/PURPOSE:**

*Facilitate, coordinate and monitor the academic, vocational, personal, social, and recreational development of participants enrolled in C2i.*

#### **ESSENTIAL FUNCTIONS AND REPOSIBILITIES:**

##### **Case Management & Client Support – 85%**

1. Maintain participants’ files with case notes and all required enrollment and program forms.
2. Ensure that program activities are in compliance with program goals and objectives. Conduct program planning with participants to achieve objectives and develop leadership skills and program ownership.
3. Provide individual mentoring to clients on caseload.
4. Provide resources for families in the areas of basic needs, housing, mental health and other social areas to enable them to provide a nurturing and supportive home environment for the participants of the program.
5. Ensure youth have supportive long term relationships developed with members in the community
6. Convene circle of support for youth on a consistent basis to review ILP goals and resources
7. Provide transportation for youth to and from programming and activities.
8. Be available for occasional weekend and evening events and activities as needed.
9. Perform other duties as assigned.

##### **Reporting & Data Collection – 10%**

10. Assist with the collection of data as needed for the analysis and distribution of monthly and quarterly reports.
11. Write progress reports and all other documentation as requested.

**Training & Advocacy – 5%**

12. Facilitate weekly independent living skills training and all other workshops or groups as needed.
13. Advocate with human service, health, school and criminal justice system to resolve issues on behalf of participants and families

**QUALIFICATIONS:**

1. Bachelor's degree or equivalent/combination of school/work experience.
2. Minimum two years working with youth, preferably ages 14-21.
3. Experience working with at-risk youth (Foster care, juvenile offenders, etc.)
4. Ability to build and sustain meaningful relationships with young people of various abilities and diverse backgrounds.
5. General knowledge of community resources in the areas of education, housing, and employment
6. Program development, implementation and evaluation skills a plus.
7. Knowledge and experience working with Outlook, Excel, PowerPoint, Publisher, Word and the Internet.
8. A valid MN driver's license and reliable transportation with no moving violations within the last three years.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

- Ability to stand for extended periods of time.
- Ability to work both in a normal office setting and in the outdoors.
- Ability to engage in physical activities

**Connections to Independence is an Equal Opportunity Employer**

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.*

**To Apply: Send Cover Letter and Resume to [operations@c2iyouth.org](mailto:operations@c2iyouth.org)**