



**Position Title:** Safe Place Coordinator

**Department:** Children & Family Programs

**FLSA Status:** Exempt

**Reports to:** Residential Program Manager: Children's Village and Safe Place

**Salary Grade: 30,000-32,000 Annually**

**Position Description:** The comprehensive goal of the position is to build and maintain a healthy and safe environment for the youth in the Safe Place youth shelter program. The Safe Place coordinator will serve as community-engagement liaison for the Safe Place program as well as direct services to homeless and runaway youth via the Safe Place program.

**General scope of responsibilities:**

- Comprehensive responsibility of the day-to-day operations and program structure of the Safe Place program including, but not limited to, community relationships with prospective and new Safe Place sites, presence in local public schools in counties served, and case/resource management for youth served in the program.
- Works closely with the human service professionals to understand youth-specific trigger, early warning signs, stressors, and coping skills useful for prevention and de-escalation of aggression.
- Ensures End of Shift notes are complete and thorough.
- Facilitate and submit documentation of fire drills and tornado drills as required in conjunction with Safe Place staff.
- Responsible for transportation of Safe Place youth to school, work, medical appointments, and community events.
- Provides in-person supportive response to Safe Place calls, presentation of the Safe Place program to community organizations and businesses, training and support of Safe Place sites, participation with the Fulton/Atlanta CoC, attend/organize community events to spread awareness of Safe Place and volunteer/programming management.
- Safe Place team member will complete only the initial intake paperwork, initial intake email to the campus, assist with youth's school enrollment, attendance, and transportation.
- Facilitate doctor visit within the first 5 days of program entry, case management paperwork as needed, monthly paperwork, assisting youth in locating community resource options.
- Organize and supervise shift work staff covering off-duty days/PTO days.
- Maintain a clean and orderly home for the youth in Safe Place. Home should always be available for tours and inspections.
- Provide structure in the youth's activities including meals, chores, education, employment, recreation, spiritual, and social activities.
- Maintain all paperwork as required by the Christian City, as well as governing licensing agencies. Paperwork should be completed in a thorough and timely manner.

- Maintain a monthly Outreach calendar that is submitted to supervisor and approved by the last day of each month.
- Provide an updated Outreach log on a weekly basis.
- Attend weekly check-in meetings with program manager.
- Other duties as assigned.

**Minimum Qualifications:**

- Bachelor's degree in human services, social work, public administration, education preferred.
- 3-5 years related work experience.
- Computer skills (MS Office)
- Experience working with diverse populations
- Excellent presentation skills ..
- Ability to coordinate and maintain a complex schedule in a fast-paced environment.
- Must hold valid driver's license with good driving record.

**Target Metrics:**

- Connect with all middle and high schools within service area with the goal of having in-person meetings with at least 50% of social work/school counseling staff.
- Deliver 25 school/student presentations each school year.
- Serve at least 60 youth in shelter services every year.
- Add at least 5 new Safe Place site locations within inner-city Atlanta.
- Develop community relationships/MOUs with a variety of resources regarding housing, employment, education, etc.

**Effect on end-results:**

1. Stable and loving environment are provided for the youth in care.
2. Case and treatment plan for Safe Place youth allow them to transition into more permanent housing options.
3. Develop and maintain CCCV and Safe Place brand throughout the metro Atlanta area to increase awareness and engagement.
4. Increase the number of Safe Place site locations.
5. Increase the number of metro Atlanta school presentations and community partnerships.
6. Increase number of youth informed about the Safe Place program resulting in increased program utilization.
7. 24/7 crisis and Safe Place response while on-duty.

**Physical Demands & Requirements:**

Regularly required to talk and hear; stand, walk, sit, use hand to finger, handle or feel objects, tools or controls and reach with hands and arms. Employees must be able to frequently lift or move up to 25 lbs.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_