



## The Matthews House

Growing Stronger Together

### Truancy Transition Facilitator

<b>Reports to:</b>	Program Director
<b>Job Location:</b>	Fort Collins, CO (Poudre and Fort Collins High Schools)
<b>Status:</b>	Full-time; Non-Exempt
<b>Salary Range:</b>	\$43,680- \$45,760 (plus benefits)

**JOB DESCRIPTION:** Provide engagement and re-engagement support for students identified as truant through case management, experiential education, social and emotional support, developing pathways to graduation, and familial engagement/wraparound support.

#### QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university.
- Experience and/or formal accreditation programs can be substituted for formal education.
- Demonstrates skills critical to successful case management, including interdisciplinary collaboration, crisis management, and resource education and referral.
- Must be familiar with helping youth and families dealing with substance use, mental health, domestic violence, multi-generational poverty, and trauma.
- Must have proven organization, time management, critical thinking, and team partnership skills.
- Knowledge of community resources is required.
- Ability to respond to safety and emergency situations.
- Must be able to drive and have a clean driving record.
- Must pass a FBI fingerprint screening.
- Skilled in using word processing, database and presentation software.
- Spanish speaking is strongly preferred.

#### RESPONSIBILITIES:

**The minimum performance expectations include, but are not limited to, the following:**

- Provide case management services for up to 40 students between Poudre High School & Fort Collins High School related to engagement and re-engagement through one-on-one support during the school day and going into classrooms to work alongside students in coordination and planning with Check & Connect Coordinator through the school.
- Demonstrate ability to utilize a variety of social work theories and approaches (i.e., person-centered approach, stages of change, motivational interviewing, two-gen approach, etc.) to establish and maintain a relationship with the student and progress in their case management plan goals.
- Evaluate the goals and objectives for case management plans, and problem-solve with the student in order to push through barriers to progress.
- Work in coordination with Poudre School District staff to support the student and may serve as a liaison with other community resources to meet the student and/or family's need for financial assistance, housing, medical care, substance abuse intervention, family support,

employment/skills training opportunities, life-skills training, transportation, pro-social/recreational programs, etc.

- Develop and maintain a high level of knowledge regarding best practices in social work and working with students from diverse backgrounds.
- Complete ongoing documentation of student contact and monthly billing for contract compliance, as well as statistical, financial, and/or reporting purposes, and submit to the Program Director.
- Maintain, in a confidential manner, complete and accurate student files.
- Actively participate in weekly supervision with the Program Director individually and support suggestions and policies set by the Program Director. Actively participate in all required monthly staff meetings, professional meetings, and training.

#### **ADDITIONAL RESPONSIBILITIES:**

- Support and maintain the positive culture of The Matthews House and uphold agency values: empathy, integrity, shared commitment, empowerment, non-judgmental, respect, and loving-kindness.
- Communicate professionally through written documentation as well as verbally.
- Assure all services provided are within the Matthews House guidelines and policies.
- Perform other duties as assigned.

#### **SCHEDULE & WORK ENVIRONMENT:**

- The Matthews House offers a flexible work schedule that can fit the applicant's needs.
- Some evenings and weekends may be required to fulfill the duties of this position.
- Services will be provided within the schools, community, and students' homes.

#### **BENEFITS:**

- Health insurance (medical, dental, vision) with employer contribution
- Simple IRA (3% match by employer)
- Paid time off, including holidays
- A mission-driven environment with strong staff culture

#### **EQUAL OPPORTUNITY EMPLOYMENT & AFFIRMATIVE ACTION**

The Matthews House is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability or any other status protected by state or local law.