

**Coalition for Hispanic Family Services**  
**JOB DESCRIPTION**

**Job Title:** Fair Futures Coach  
**Department:** Fair Futures  
**Reports To:** Director, Fair Futures  
**Date Available:** Immediately  
**Date Posting:** March 18, 2021  
**Deadline to Apply:** Until Position Filled

**To apply:** Submit a resume and cover letter with qualifications addressed to David Martinez, Special Projects Manager, via email to [dmartinez@hispanicfamilyservicesny.org](mailto:dmartinez@hispanicfamilyservicesny.org).

Summary of Position: The Fair Futures Coach provides one-on-one support to up to 15 youth in foster care and works with each of them from age 14 to age 26. A coach builds trusting, long-term relationships with young people throughout foster care, regardless if they leave foster care and achieve permanency. The coach will also support the youth in goals of graduating high school, persisting in a post-secondary setting, career development, and transitioning into adulthood.

Summary of Program: The Fair Futures Program is funded by NYC ACS and several private foundations to provide specialized support to young people in foster care resulting in improved outcomes in education, employment and permanency. Utilizing a trauma informed approach, the Fair Futures staff will work in collaboration with FFC and TFFC case planning staff while specifically providing youth with the academic, coaching and emotional support they need to:

- succeed in middle school and prepare for success in high school,
- graduate high school,
- persist in post-secondary settings,
- build progressive career development experiences in line with their interests and academic plans to help them move into a living wage career pathway,
- achieve permanency and build a network of positive adult and peer supports
- Access and maintain affordable housing and gain independent living skills.

Summary of the Agency: The Coalition for Hispanic Family Services is a multi-service agency serving children and families of North Brooklyn and Queens. These include foster care, adoption, youth development, primary health care, mental health, HIV/AIDS case management, community health education and outreach, in-service internships and after school education.

The duties of the Coach are as follows:

- Builds relationship with up to 15 youth.
- Provides ongoing social and emotional support to youth.
- Provides one-on-one support to youth to develop individualized academic and career development goals based on their interests and strengths. This support may include, but is not limited to, re-engaging disconnected youth, helping youth transfer to a better-fit high school, building relationship with school and/or college staff, and ensuring youth have all the possible academic and financial support and resources to be successful (such as IEPs, financial aid, and counselors).
- Works in collaboration to create measurable steps for a youth to achieve their goals.

- Connects youth to quality schools, programs, resources, and opportunities in line with their goals.
- Assists youth to obtain working papers, if needed, and conduct career exploration activities with youth.
- Assists youth in selecting at least one career development experience each year that is in line with their interests and academic background and works with the youth and Career Development Specialist to identify potential longer-term career pathways.
- Connects youth to workforce development programs, vocational program, job readiness programs, and/or internship programs as needed.
- Provides support and coaching throughout a youth's program and checks in regularly with the youth.
- Helps youth persist in new settings, navigate challenges that arise, celebrate successes, and plan for the next step on their journey.
- Should a youth not be successful in a particular school, program, or new setting, a coach would support youth in reflecting on their experience and work with them to set new goals and transition to the next opportunity,
- Collaborates with Case Planners, Specialists, foster parents, and birth parents, as needed, to help youth achieve their goals and ensure their well-being.
- Connects youth to peer group support and helps them build positive relationships.
- Ensures that youth who are aging out of foster care can access and maintain stable, affordable housing and build independent living skills through coordination with a Case Planner.
- Accompanies a youth to visit supportive housing residences, as needed, assists with moving in, obtaining furniture, budgeting housing expenses, obtaining a bank account, and advocating with landlords.
- Attends all trainings, demonstrates a clear understanding of skills being taught and utilizes them in practice.
- Open to working outside of traditional work hours in order to reach youth during accessible times
- Other tasks as assigned by supervisor(s).

Qualifications:

- A Bachelor's degree and at least two years of experience working with at-risk or system-involved youth;
- Has a love for working with teens and young adults, is compassionate, patient, empathetic, and values and promotes diversity.
- Open to learning how to use and interpret data to inform decision-making.
- Ability to engage youth in conversation, provide support and encouragement, and maintain healthy boundaries.
- Ability to facilitate therapeutic peer groups, use motivational interviewing techniques, and using trauma-informed techniques.
- Ability to remain calm during moments of tension and stress.
- Ability to understand, appreciate and respect cultural differences
- Ability to be consistent and reliable through strong time-management skills and attention to detail.
- Ability to work from a strength-based, trauma informed, youth development lens.
- Strong organizational, verbal and written communication skills.

Schedule: 35 hours per week (Monday - Friday from 9am-5pm, with occasional evenings and weekends, depending on need of youth and/or program.)

Compensation: Commensurate with experience.