



# FOSTER & ADOPTIVE CARE COALITION

## FOR EVERY CHILD... A PLACE TO CALL HOME

### Director of Older Youth Readiness

<b>Department:</b>	Specialized Support	<b>Date Updated:</b>	7/29/2024
<b>FSLA Status:</b>	Full-Time, Exempt	<b>Reports to:</b>	Director of Older Youth Readiness

### Summary of Position

The Director of Older Youth Readiness provides direct supervision to the below program staff and ensures successful outcomes by working with staff to achieve deliverables, overcoming institutional barriers, and encouraging strong collaboration internally and among community partner agencies. Other responsibilities include case record review, network building, and collaborating with multi-disciplinary teams. The Director is charged with ensuring program fidelity while also looking for opportunities to create program efficiencies. Through all of this, the Director of Older Youth Readiness helps to create a work environment that inspires trust, professionalism, teamwork, and creativity.

### **Older Youth Readiness Navigator Job Description:**

The purpose of the Older Youth Readiness Program is to: 1. help youth in foster care establish safe and meaningful connections to relationships lost while in foster care; 2. link youth with meaningful resources; and 3. establish new opportunities to help youth transition out of foster care and into successful and healthy adults. The focus for youth ages 16 – 24 is to assist with navigating and obtaining access to the relevant services necessary to achieve well-being. Youth 13-15 may receive support through the program to build support earlier to improve their opportunities for success in adulthood. Youth guide the service plan process which directs the pathway to develop strong relationships with the goal of achieving-interdependence.

The Older Youth Readiness Navigator helps the youth and caregiver drive the service plan to completion by navigating systems and overcoming barriers. The Navigator acts as care coordination consultant, collaborating with and organizing multiple systems tailored to the youth's specific plan. In addition to the child welfare system, the navigator may assist with the following additional systems: mental health, physical health, life skills, disability services, housing, and work force development.

Given the nature of the program, up to 40% of the Older Youth Readiness Navigator work hours can be expected to occur in the late afternoon, early evening, and occasional weekends. The Director may need to support staff during some after-hours activities.

#### **Address**

1750 S Brentwood Blvd., Suite 210  
St. Louis, MO 63144

#### **Phone / Fax**

**Office:** 800.FOSTER.3 (314.367.8373)  
**Fax:** 314.241.0715

#### **Website**

[www.foster-adopt.org](http://www.foster-adopt.org)



## **Essential Functions & Responsibilities**

- Provide direct supervision and support
- Drive execution of program and agency goals
- Facilitate decision-making and communications within and between teams
- Initiate difficult discussions
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality
- Establish and monitor staff performance and program goals, assign accountabilities, set objectives, establish priorities, and conduct annual performance appraisals.
- Have vision and see the big picture (especially when things get challenging)
- Demonstrate emotional and professional maturity; introspection
- Strong advocacy skills – standing up and getting involved when necessary
- Possess an elevated level of professionalism and adhere to strict confidentiality of sensitive information
- Participate in team and agency meetings and/or individual professional consultations; Majority of these meetings should be attended in person
- Ability to navigate various software packages to obtain, collect, and track program data in a timely manner as required by the funder and/or the Foster & Adoptive Care Coalition
- Keep work calendar current
- Complete thorough and professional documentation (i.e. intake forms, progress activity notes, progress maintenance plans, assessments, profiles and closing summaries.)
- Complete internal referrals to agency services such Family Works, Little Wishes, training opportunities, and support groups, etc.
- Maintain accurate files and records for each client

## **Primary Skills:**

- Superior management skills; ability to influence and engage direct and indirect reports and peers
- Ability to integrate promising or best-practices into program benchmarks
- Have a strong understanding of education and child welfare policy and practice; proactively seek updates on policy and law
- Demonstrate effective advocacy skills, both verbal and written
- Ability to coach supervisees to ensure program fidelity
- Ability to support supervisees on a case-based and emotional level to maintain positive moral

Navigates and uses various software packages to obtain, collect, and track program data in a timely manner as required by the funder and/or the Foster & Adoptive Care Coalition. This includes but is not limited to Salesforce.

## **Agency Accountability**

- Complete daily activity log.
- Maintain an up-to-date Outlook calendar.
- Adhere to the Coalition's Shared Values, Employee Code of Conduct, and Employee Code of Ethics.

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## **Department Specific / Non-Essential Functions**

- Other duties as assigned with or without accommodation.
- Supports the Coalition's mission – attend special events, training events, and other "all hands on deck" activities

## **Qualifications & Requirements**

### **Education**

- Bachelor's Degree in Social Work or related field

### **Experience**

- Demonstrated experience collaborating with multi-disciplinary teams utilizing innovative strategies to overcome obstacles. Experience navigating the child welfare, mental health, physical health, housing, and workforce development systems are preferred.
- Supervisory experience preferred.

### **Preferred Skills / Qualifications**

- Good written and verbal communication
- Strong organization
- Superior time management
- Team facilitation
- Conflict resolution and negotiation
- Adaptation and flexibility
- Ability and comfort working with diverse populations in various environments
- Basic knowledge of Microsoft Office programs
- Vehicle, automobile insurance, and valid driver's license required.

### **Additional Skills/Competencies necessary to carry out services to the service population's culture and socio-economic characteristics**

- This position requires an understanding of diversity (ethnic, religious, socio-economic, etc.) as well as sensitivity to the situations of the children and families the organization serves.
- This position requires a respect for the confidentiality of the children and families the organization serves.
- This position requires passing background checks (references, Family Care Safety Registry, Form 1-9, etc.).
- This position requires a clean criminal history.
- Must fulfill the responsibility as a mandated report in the State of Missouri.
- Behaves with integrity, demonstrates high ethical standards, and displays a positive image of the

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Foster and Adoptive Care Coalition.

- Demonstrates accountability for results and keeps commitments to others.

## **Organizational Relationships/Scope**

- This position reports to the Senior Director of Specialized Support. Collaborative consultation will be sought from all program teams.

## **Working Conditions**

- This position entails work in the community and office.
- While performing the duties of this job, the employee is required to communicate effectively.
- The physical requirement of this job includes: sitting, standing, walking, climbing stairs; lifting up to 25 lbs., pulling and/or pushing on occasion.
- Use of automobile for local travel to multiple sites may be required.
- The Coalition office is considered home-base with primary office hours Monday-Friday 8:30 AM – 5:00 PM.
- This position requires flexibility. Evening and weekend hours may be required to meet the expectations of this position.

## **Agency Shared Values**

Employees of the Foster & Adoptive Care Coalition agree to hold themselves and colleagues to the following values:

- **Equity:** We insist on fairness and respect. We are deliberate in ensuring everyone has safety, opportunity, access, and support to be heard.
- **Family:** We are family. We are connected and support one another in meeting the needs of our own families and the families we serve. We assume the best and are committed to each other.
- **Diversity:** We celebrate differences and harness the power that diversity brings. Every viewpoint is heard and honored. We are stronger because of our differences.
- **Innovation & Excellence:** We are intentional about knowing better and doing better, using innovation and solution-focus approaches with courageous passion and excellence.
- **Inclusion:** We respect, leverage, and engage everyone's unique strengths and talents so each individual can contribute to their full potential.
- **Integrity:** We are an agency built on integrity, maintaining a culture of trust, respect, transparency, and honesty. We walk in our truth and uphold ethical standards.
- **Courage:** We stand up for each other and what is right for our clients and stakeholders with truth, vulnerability, and accountability.
- **Teamwork & Collaboration:** We develop and maintain authentic relationships by being flexible and open-minded and maximizing the strengths of each individual in the team to accomplish the best outcome for our children and families. Everyone contributes to leadership.

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## **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

## **Job Description Acknowledgment**

I have received, reviewed and fully understand the job description for this position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

<b>Printed Employee Name:</b>		<b>Date:</b>	
<b>Employee Signature:</b>			

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