



January 2012

**Position Title:** EPVOS Program Coordinator, San Gabriel Valley

**Report to:** Director of Youth & Family Services

Under the supervision of the Director of Youth & Family Services, the Program Coordinator will implement Los Angeles County Department of Probation funded Educational Pathways & Vocational Opportunity Services for at-risk male and female youth. Services for female youth are gender-specific.

### **Summary of Responsibilities**

1. Responsible for providing direct services to youth and parents including case management, info/referral, enrollment accompaniment, and mentoring/support;
2. Responsible for providing transportation support and or home-visitation services;
3. Responsible for receiving and tracking referrals from the County;
4. Responsible for servicing a case-load of youth;
5. Responsible for accurate and timely completion of all required documentation;
6. Responsible for a training and supervision of 1-2 Case Workers;
7. Participate in meetings, trainings and supervision as required by supervisor;
8. Collaboration with Deputy Probation Officers schools, and other partners; and
5. Other tasks assigned by the agency supervisor.

### **Qualifications:**

1. Bachelors Degree in Child Development, Juvenile Justice, Education, Social Work, or other related field required;
2. At least 2 years related experience working with at-risk/high-risk probation youth ages 12-18 and their parents required;
3. Experience working with African-American, Asian, or Hispanic youth and families required;
4. Bilingual preferred;
5. Computer Literate, excellent writing skills, and attention to detail required;
6. Valid CA drivers' license, excellent driving record, reliable transportation and auto insurance required; and
7. All candidates must pass a government background check that will take 30-120 days.

**Salary Range:** \$2,773.33 - \$2,946.66 Monthly

**Application Process:** Please submit your cover letter and resume to Assistant Director of Programs, Josh Lee, via e-mail: [josh.lee@asianyouthcenter.org](mailto:josh.lee@asianyouthcenter.org).

The Asian Youth Center is a 22 year old community-based non-profit organization serving the children, youth and families of the San Gabriel Valley and greater Los Angeles County area with multi-lingual culturally appropriate health and social services. For more information go to: [www.asianyouthcenter.org](http://www.asianyouthcenter.org)

The Asian Youth Center is an equal employment opportunity employer and adheres to hiring practices in accordance with Federal and State regulations.