Job Title: Youth and Family Coordinator - LEADS  
Classification: Exempt  
Position Grade: Coordinator  
Program: LEADS (Learn, Educate, Achieve, Dream, Succeed)  
Reports to: LEADS Supervisor

A Youth and Family Coordinator (YFC) for our Education Program, LEADS, is responsible for coordinating the educational needs and supports for youth. LEADS is our coordination program for middle school (grades 7th & 8th), high school and GED eligible youth in care who are boarded or in custody of Fulton and Dekalb Counties. The Education YFC maintains a caseload and is responsible for coordinating and facilitating the entire support process for each of the youth/families served. This entails assisting teams with developing individual goal oriented education action plans for youth and ensuring that each youth’s educational needs are met. The YFC is responsible for making sure that the youth and families have every opportunity to be successful. Maintaining documentation on a timely basis is also a requirement of this position.

Experience in behavioral healthcare field, knowledge of the educational system, crisis intervention, family and youth centered practice and creative problem solving preferred. Bachelors level education in a human service field, and 2 years’ experience required.

Qualifications/Competencies

**Essential Skills**

- Knowledge of Georgia’s behavioral health, developmental disabilities, child welfare, education, juvenile justice systems and available resources
- Knowledge of and ability to model strength–based and solution–focused skills
- Ability to document activities and keep accurate records that are timely and well written
- Ability to build and maintain effective professional relationships
- Crisis intervention skills
- Ability to conduct oneself in a professional manner at all times
- Ability to work effectively on multiple teams with different goals toward the best interest of the children served
- Effective problem solving
- Ability to be self-motivated
- Ability to be creative in thinking and planning
- Openness to learning and tracking large amounts of information
- Respect for the value of youth voice, and skill in appropriately involving youth in their care plan

**Preferred Skills**

- Experience in coordination of resources and services with youth and families
- Experience working with and in a youth or family–centered practice model
- Existing knowledge of MAAC and its many functions
- Existing positive professional reputation

**MAAC’s Mission:** MAAC’s mission is to coordinate people, resources, information and a network of quality providers to create positive outcomes for vulnerable youth and families.
Job Duties & Responsibilities

1. Review youth and family information to identify strengths and explore needs of youth and family in concert with a team
2. Coordinate ongoing meetings with youth, families, partner agencies and community members such as DJJ, DFCS, and school systems.
3. Statewide travel to agencies, foster homes, and birth homes to meet and interact with youth and families
4. Write and develop plans to achieve youth and family success
5. Attend and participate in MAAC’s Clinical Team Meetings, when necessary
6. Attend and participate in all other relevant meetings
7. Be flexible and committed to MAAC’s Mission
8. Anticipate challenges and solve them before they become problems
9. Being knowledgeable regarding youth and families served
10. Develop resources to meet the unique needs of the youth and families served and make referrals when necessary
11. Enter documentation within required timelines into the web-based site Efforts to Outcomes (ETO)
12. Various projects and other assigned duties (as needed)

Supervisory Responsibility: None.
Work Environment: 20-25% in office
Special Demands: Able to drive long distances/Sitting/Standing
Work Hours: Full-time
Weekend Work Possibility: as needed
Travel: within the State of Georgia

AAP/EEO Statement: MAAC, Inc. provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, gender identity or expression, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

_________________________________________  __________________
Employee Name (Printed)             Date of Hire

_________________________________________  __________________
Employee Signature                   Date

_________________________________________  __________________
HR Signature                         Date

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