



Position: Family Services Coordinator
Department: Youth & Family Services
Reports To: Youth & Family Services Manager
Status: Full Time, Non-exempt
Benefits: Medical, Vision, Dental, Paid Sick, Vacation, Holidays, 401k with Employer Contribution, Optional Employee Critical Life/Illness and Legal Insurance
Salary: \$16.00-18.00/hour
Probation: 90 days

JOB SUMMARY:

The Family Services Coordinator is responsible for providing health and wellness services to youth and families at The LGBTQ Center Long Beach, which includes planning and implementing programs that promote wellbeing of children and their parents/caregivers, as well as assisting in broader youth and family services at The Center, including the Mentoring Youth Through Empowerment (MYTE) program.

Primary Duties and Responsibilities:

- I. Family Resource Linkage/Case Management:
 - a. Creates and maintains resource database pertaining to education, family planning, fostering/adoption, social welfare programs and other services.
 - b. Develops relationships with child & family service agencies, organizations and providers that lead to the identification and referral of LGBTQ children and families.
 - c. Provides linkage to family-centered resources.
 - d. Implements and organizes case plans with family clients and maintains documentation of client progress.
 - e. Serves as client advocate during referral and linkage process.

- II. Family Services Program Development
 - a. Facilitates and develops curriculum for Saturday groups, including but not limited to Transparent Families (monthly), Generation Q (twice a month) and Queer Families (twice a month).
 - b. Conducts intakes for potential group members.
 - c. Develops quarterly family-oriented engagement events.
 - d. Develops specific resources for parents/caregivers of LGBTQ children.
 - e. Creates and presents LGBTQ Inclusion training for family service agencies and conferences.

- III. Youth Services Program Administration
 - a. Performs agency/program outreach at family service agencies, schools and special events.
 - b. Assists youth services team in management of MYTE program and 20 Somethings group, including special events and field trips.
 - c. Serves as mentor, tutor, and advocate for youth and families.
 - d. Attends meetings as required by agency and department.
 - e. Co-supervises youth program volunteers.
 - f. Initiates billing and maintains proper documentation of outreach, education, consultation, support and planning activities as required by program funding sources.

- IV. Other duties as assigned.

Desired Qualifications, Experience and Skills:

- High aptitude to engage children and parents/caregivers in social settings; able to facilitate inclusion of those who may exhibit social inhibition
- A Bachelor's Degree or equivalent in a related field is preferred (e.g. education, non-profit, counseling, psychology, social work, gender studies, ethnic studies, public health, etc.).

- At least two years' experience working with children required.
- Bilingual (Spanish, Khmer, and/or ASL preferred).
- Ability to pass Department of Justice background check.
- Demonstrated success working with diverse populations, exceptional work ethic and self initiative required.
- Strong interpersonal, organizational and computer skills required.
- Knowledge of case management, child welfare, and academic counseling is preferred.
- Must be open available to working evenings and weekends.

We are looking for someone with a high skill for and gravitates toward engaging in social situations, being with young people and caregivers, drawing out the personalities of young people and has knowledge of the Long Beach youth community. We prefer someone with a youth services background and experience developing programs. Candidate must have demonstrated experience managing youth programs and demonstrate a high level of enthusiasm.

A Bachelor's Degree or equivalent in a related field is preferred (e.g. teaching, non-profit, counseling, psychology, social work, gender studies, ethnic studies, public health, etc.). Two years working with youth required. Candidates who have previous experience working with LGBTQ populations, especially youth of color and youth that are socioeconomically disadvantaged preferred. Availability to work Saturdays and weekday evenings required.

The LGBTQ Center of Long Beach is an equal opportunity employer. Applications are encouraged from anyone regardless of their race, color, national origin, ancestry, sex, gender identity, marital status, religious creed, sexual orientation, or age.

**Please send cover letter and resume to Joel Gemino, The LGBTQ Center of Long Beach
by E-Mail to jgemino@centerlb.org or by fax to 562.433.6428**

NO PHONE CALLS, PLEASE.

2017 E. Fourth Street,
Long Beach, CA 90814
Fax 562.433.6428