
COLLEGE & TRANSITIONAL LIVING COORDINATOR

Position Assignment

Title: Homes for Children – College & Transitional Living Coordinator

Organizational Unit: Homes for Children

Recruited by: Director of Social Services and Boothe Campus Director

Approved by: Vice President of Campus Ministries

Working Relationships

Reports to: Director of Social Services

Staff Team: Director of Social Services, Caseworkers, Boothe Campus Director, and all Homes for Children staff

Basic Functions

The College & Transitional Living Coordinator plays a front-line role in serving children and families in need through the Homes for Children program of South Texas Children's Home Ministries (STCH Ministries). The College & Transitional Living Coordinator will provide for the advocacy and development of twelfth grade students through their case management. They will also assist with students' transition plans during placement, graduation, and post-graduation through oversight of the Transitional Living Program.

Basic Responsibilities

1. To meet and maintain STCH Ministries caseload standards and goals as outlined by the Director of Social Services and Campus Director.
2. To serve as a Christian minister of reconciliation for each student on caseload, including on campus, in college, vocational training, or post-high school transitional living. (Having an active role in encouraging a growing relationship with Christ for each child.)
3. To coordinate intake, orientation, and admission scheduling, as well as aftercare and discharge of students.
4. To maintain updated case records, files, and database records in an efficient manner.
5. To schedule and participate in reviews and team meetings and develop and monitor service plans as outlined in the Programs Manual.
6. To network and function as a liaison between student and community services/referral sources.

Position Description

STCH Ministries



7. To participate in continuing education opportunities, including agency in-service training, professional seminars, workshops, and conferences.
8. To be included on the on-call rotation.
9. To lead in the strategic planning for transitional services provided to students entrusted into our care.
10. To evaluate and monitor the STCH Ministries student scholarship program.
11. To assist High School Students in developing transitional plans for leaving the care of STCH Ministries.
12. To collaborate with other STCH Ministries staff and placing individuals to prepare high school students for leaving the care of STCH Ministries.
13. To coordinate scheduling of any required college/vocational testing, campus visits and FAFSA applications.
14. To be responsible for contacting, supporting, connecting, monitoring, and visiting students while in college or vocational programs under STCH Ministries.
15. To be responsible for supervision of meeting the financial needs of vocational or college students in STCH Ministries Scholarship program.
16. To perform all other duties as assigned.

I, the employee, have read, understand, and agree with the position description for Homes for Children – College & Transitional Living Coordinator.

Employee Signature

Date

Employee Supervisor Signature

Date