Position Description
Strong Tomorrows Coordinator

Job Title: Strong Tomorrows Coordinator
Reports To: Strong Tomorrows Program Manager
Location: Tulsa, OK
Status: Full-time, exempt
Salary Range: $50,000 annual salary plus $2,000 bilingual premium

Amplify seeks a **Strong Tomorrows Coordinator** with a high level of initiative, a youth-centered perspective, and exceptional case management skills to support Strong Tomorrows, a program of Amplify Youth Health Collective. This role will implement programming and provide direct services to expecting or parenting students engaged in the program. The coordinator will educate and advocate for programming and services that support the Strong Tomorrows program mission, **"Supporting expectant and parenting students through advocacy, case management and education to achieve success in life guided by a dual generational approach."** The coordinator will be responsible for creating and facilitating service plans in support of student needs and ensuring effective tracking and documentation of all case activity and outcomes. The coordinator should have a passion for supporting at-risk teens and young adults, a proven track record of building connections and engagement to influence positive outcomes, and strong proficiency in case management diligence and documentation.

Amplify fosters a culture of kindness, integrity, innovation, collaboration, and equity. Our values inform the way we work together internally and with our community partners. Candidates must exhibit dedication and commitment to the young people of Tulsa, and a strong commitment to the mission, goals, and values of Amplify.

About Amplify Youth Health Collective
Amplify is a collective-impact organization advancing youth sexual health and well-being in Tulsa, with an emphasis on reducing Oklahoma's high teen birth and STI rates, through collaboration, education, and advocacy. Our team is committed to fostering a collaborative, affirming, safe, and rewarding workplace. We value the contributions and skills of all team members.

Duties and Responsibilities
- Promote and advocate for Strong Tomorrow's services and programming, actively involved in educating and communicating the availability and impact of the services in the community, participation in events, distribution of printed materials and information, school site administration, student body, and other stakeholder groups
- Manage and coordinate services for a caseload of up to 30 expectant or parenting teens.
- Identify and engage eligible students, manage the enrollment process, and conduct individual need assessments to create a service plan for each student
- Implement service plans which include identifying appropriate service providers and/or referrals needed, providing information and facilitating training opportunities, following up and influencing engagement to meet goals and outcomes
- Schedule, coordinate, and implement appropriate workshops for assigned student cases
- Prepare students and provide information about post-graduation/high school plans, specifically related to continued education or career readiness

- Coordinate and conduct home visits, a minimum of one visit per case per year or more as needed to maintain student engagement and support
- Monitor program participants' educational progress, attendance, and other graduation requirements to support and intervene as needed to remove barriers
- Track student engagement in service plans and referrals and provide support as needed to continue progress and positive outcomes
- Adhere to student contact and check-in requirements to maintain standards of engagement and support throughout the program (e.g. weekly contact, home visits, hospital visits, post-partum support, etc.)
- Maintain documentation requirements and quality standards for case management and program compliance, including daily tracking of intakes, case note completion, and real-time accuracy of student data and service plane progress
- Conduct quality assurance self-audits of case files weekly for accuracy, required completion, and quality of case notes and service plans
- Review case management strategy and progress for each student with the Program Manager to ensure comprehensive and appropriate student guidance, problem solving, and escalations of concerns or issues
- Develop relationships and collaborative partnerships with stakeholders in each school or administration serving assigned students
- Maintain depth of understanding regarding services and programs available through approved Strong Tomorrow's community partners for referrals, networking, and engagement with students and their families
- Participate in professional development opportunities and continually improve individual competencies, skills, and service levels
- Procure resources and maintain supplies/inventory for students and sites in compliance with approved parameters and sources
- Use approved tools and procedures for program purchases/expenses, proper tracking, management of receipts, expense reporting, and other necessary requirements for program expense reimbursements and budget compliance
- Maintain organized, clean, and efficient workspaces to ensure a safe and welcoming environment
- Perform other tasks, duties, or services consistent with this position as assigned

Education & Experience

- Bachelor's degree in psychology, social work, education, or other related field is required (or equivalent of education and professional experience in a related field)
- Experience working with teens and young adults to influence positive outcomes
- Experience working with a variety of agencies and community resources serving diverse and vulnerable populations
- Proven track record of implementing programs and improving results/impact in marginalized communities
- Proficient in Microsoft Office Suite, with the ability to learn required systems for case management, project management, and other required documentation
- *Spanish language fluency is strongly preferred*

Competencies, Skills & Abilities

- Awareness and proficiency in trauma-informed practices
- Ability to learn, communicate and engage teens and families effectively related to sexual health education, sexual health, and maternal health outcomes

- Effective communicator with strong oral and written proficiency, as well as highly adept conflict resolution and interpersonal skills
- Exhibits the ability to be a creative thinker and self-starter, resourceful, takes initiative, and reliable follow-through
- Continual learner with an improvement mindset to create better outcomes
- Highly organized, with the ability to prioritize and respond to deadlines while working on multiple tasks/cases
- High level of discretion and care with confidential information
- Ability to build relationships and create alignment with staff and individuals from a wide range of perspectives
- Passion for engaging others in learning experiences and influencing equitable and inclusive outcomes for expectant, pregnant and parenting students and their families

Physical Requirements

- Medium physical effort consisting of occasionally handling, lifting, or moving objects 20-30 pounds, including delivery of goods to and from sites for program services
- Some standing and walking effort in accordance with working in office and school settings, which may require the use of stairs and ramps
- The ability to sit or stand to complete office-oriented work up to 8 hours a day
- Frequent phone, in-person, and messaging communication via various platforms. Must be able to exchange information effectively and accurately in all elements of verbal and written communication
- Constant operation of computers, phones, and other office productivity tools
- Willingness and ability to travel between program office, service locations, and provider/supplier offices as required

Hours and Schedule

- This position is primarily Monday through Friday from 8:15am-4:15pm
- Must have the ability to work evenings and non-traditional hours occasionally to attend events and other programming
- Local travel required within the Tulsa area to school sites, home visits, and other locations as needed to perform job duties
- Valid driver's license and proof of insurance required

TO APPLY FOR THIS JOB:
Position open until filled. Please send a cover letter and resume (Subject Line: Strong Tomorrows Coordinator) to info@amplifytulsa.org.

Amplify is an equal opportunity employer, and we are committed to equitable community representation among Amplify Staff and Board of Directors. We value a diverse workforce and a culture of inclusivity and belonging. Our goal is to attract qualified candidates and encourage applications from all individuals without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic or activity protected by applicable law. We strongly encourage applications from people of color, people from working class backgrounds, 2SLGBTQ+ people, and women.