



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## METROWEST YMCA

October 2024

### **Inclusion Specialist-Support Services and Case Manager**

#### **OUR CULTURE:**

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. We are welcoming: we are open to all. We are a place where you can belong and become. We are genuine: we value you and embrace your individuality. We are hopeful: we believe in you and your potential to become a catalyst in the world. We are nurturing: we support you in your journey to develop your full potential. We are determined: above all else, we are on a relentless quest to make our community stronger beginning with you.

#### **POSITION SUMMARY:**

As a full time Inclusion Specialist - support services and case manager, provides case management services for school age children and their families who have been identified as homeless as well as inclusion support for youth and teens at the MetroWest Y to address their behavioral/mental health needs to improve their emotional well-being, coping skills, general adaptive functioning, and social competence. The position works directly with youth, teens, families, and Y team members to provide consultation, observation, direct support, concrete strategies and tools, as well as resources and referrals while serving as a Y liaison for youth and their families in coordinating care and interventions with schools and other support services. Desired personal qualities include understanding and open-mindedness, flexibility, warmth and a passion for working with children and families, both independently and in a team environment. **Competitive salary and benefits! Annual salary range \$63,000 - \$65,000 based upon experience and credentials. Equal Opportunity Employer."**

#### **ESSENTIAL FUNCTIONS:**

1. Provide case management support for youth and their families identified as homeless
2. Understand and implement referral services to provide youth and families with coaching, guidance, and implementation of enhanced ongoing support. Serve as liaison and collaborator with other agencies and community partners as appropriate.

3. To promote positive engagement in Y programs, provide direct support to youth and teens through individual, small, and large group interaction, as well as the development and implementation of positive behavior plans. Work with families, Y team members, and partners to provide a team environment for supporting children in our programs with identified needs.
4. Provide crisis intervention supports as needed.
5. Lead Inclusion efforts at the Hopkinton Summer Camp, in consultation with the Director of Inclusion.
6. Provide direct support and coverage as needed and appropriate.
7. Maintain records and complete administrative tasks required by the Y and the Department of Early Education and Care Priority Populations Contract including referral authorizations, family support plans, reports, and transportation plans
8. Use independent judgment and discretion in setting daily priorities to complete tasks.
9. Respect confidentiality and demonstrate sensitivity to linguistic, cultural, social, economic, individual, and role differences among persons and families served.
10. Foster and maintain positive relationships with children, families, Y team members, and partners. Model positive reinforcement and relationship building skills in all interactions. Develop and maintain positive, open communication between children, families, partners, and Y team members.
11. Work well independently and on a team.
12. Ensure interventions and activities are culturally relevant, developmentally appropriate, and consistent with Y guidelines and priorities.
13. Follow Y policies and procedures, including those related to child guidance, medical and disciplinary situations, child abuse prevention, emergencies, and safety and cleanliness standards.
14. Complete other duties as assigned.

### **LEADERSHIP COMPETENCIES:**

- Communication & Influence
- Developing Self & Others
- Inclusion
- Collaboration
- Engaging Community

### **QUALIFICATIONS:**

1. Master's degree in social work, psychology, or related discipline from an accredited educational institution is required. Licensed social worker or mental health clinician strongly preferred.
2. At least two years of experience with elementary school age children in a licensed out-of-school time setting or clinical setting as well as experience and training relating to working with children and families who are homeless or have experienced other significant traumatic experience strongly preferred.
3. Ability to work collaboratively with other community agencies on behalf of clients and/or the Y.
4. Compliance with EEC (Department of Early Education and Care) licensing regulations.

5. Ability to relate and communicate effectively to diverse groups of people from all social and economic segments of the community while developing positive and authentic relationships.
6. Flexibility to work at other MetroWest Y sites as needed and appropriate.
7. Ability to effectively organize time and responsibilities; excellent written and verbal communication skills; basic computer skills (Microsoft Word, Email, etc).
8. Bilingual Portuguese/English or Spanish/English a plus.

### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee needs sufficient strength, agility and mobility to perform essential functions, to safely engage with children, and to supervise program activities in a wide variety of indoor and outdoor locations.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.

### **To Apply:**

Download the [application](#) and email it including a resume to [Employment@Metrowestymca.org](mailto:Employment@Metrowestymca.org)