



# YOUTH SERVICES Program Specialist

## HOW TO APPLY

Please submit a County of Alameda **Job Application**, resume and cover letter to:

**ANNA ERICKSON**  
([Anna.Erickson@acgov.org](mailto:Anna.Erickson@acgov.org))

The application template is available online on **Alameda County's Online Employment Center @**

**[www.jobaps.com/alameda](http://www.jobaps.com/alameda)**

**NEW USERS** can click on "New User Registration" to fill out an application template. Once the application is completed, candidates can click on the "Review" tab to "Print My Application" or "SAVE as PDF".

## OPEN UNTIL FILLED

Alameda County HCSA is enriched with a diverse workforce. We believe the best way to deliver optimal programs and services to our communities is to hire and promote talents that are representative of the communities we serve. Diverse candidates are strongly encouraged to apply.

## Health Care Services Agency Office of Homeless Care and Coordination is recruiting for a *provisional-project\** **Youth Services Program Specialist**

Learn more about **HCSA!**

### **PROGRAM SPECIALIST**

*Click above for comprehensive job description, additional requirements, KSAs, and benefits information.*

### **MINIMUM QUALIFICATIONS**

**Education:** The equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, a social science or a field related to the program area to which assigned. (Additional experience as outlined below may be substituted for the education on a year-for-year basis.); AND,

**Experience:** The equivalent to three years of full-time professional-level or supervisory work in the direct delivery of services to clients or the oversight of such services in the program area to which assigned, one year of which must have included program planning and evaluation, or in program administration, contract negotiations, grants management and similar financial services.

**Substitution:** Possession of a Master's degree in business, public administration, social science or a related field to the program area to which assigned from an accredited college or university, may be substituted for two years of the required experience.

**\$77,001.60 - \$113,651.20 Annually**  
**Plus, an excellent benefits package!**

**This is a *provisional* recruitment for a *project* position.**

**\*Provisional Appointments:** For a *provisional appointment*, a civil service exam is not required. However, to obtain a regular position, the appointee will need to compete successfully in a County Exam when open.

**\*This is a *project position* and project positions are generally for a specific duration. Candidates for project positions must meet the minimum qualifications for the classification.**

## ABOUT US

Office of Homeless Care and Coordination (OHCC) serves to implement expanded services and supports and lead the development of a strategic framework to address and work to end homelessness in Alameda County. The Office is working to build a robust, integrated, and coordinated system of homelessness and housing services, and to improve efficiency and coordination within HCSA and with external partners.

**OHCC: Visit us to learn more!**

### The POSITION

Under general supervision of Youth Services Program Manager and the Director of the Office of Homeless Care and Coordination (OHCC), this position provides program planning, policy development, coordination, capacity building and administrative support for the County's Youth Advisory Board (Youth Advisory Board) and the Youth Services Response in the Office of Homeless Care and Coordination. A major role of the YAB is to support youth and young adults with lived experience of housing insecurity and homelessness develop advocacy skills in order to advocate, advise and support projects, programs and coordination to prevent and end youth homelessness in Alameda County. The YAB is a vital function in the plight against homelessness. The YAB serves as a bridge between youth and county decision makers to bring insight to the needs of youth experiencing homelessness in Alameda County and connect an increasing amount of youth to the services they need. The Youth Services Response was established in July 2022 and is currently in its first year of implementation. A major function of this role is planning, policy development and coordination in building out a youth services response under the guidance of the Youth Services Program Manager.

### Distinguishing Features:

The Program Specialist will be responsible for managing, training, and mentoring the Alameda County Youth Advisory Board, a group of 8-10 YYA (youth and young adults) and 2-3 peer mentors from Alameda County who are currently or formerly housing insecure and working to advocate, advise, inform and support preventing and ending youth homelessness in Alameda County. The Program Specialist will be responsible for the implementation of formal YAB structure and youth compensation policy. The Program Specialist will also be responsible for matching YYA households to transitional and joint component housing resources and programs, as well as to peer navigation programs.

### Major Tasks, Duties and Responsibilities

Note: The following statements reflect the general duties considered necessary in order to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

- Match and refer youth and young adults identified through Coordinated Entry to the Youth Homelessness Demonstration Program (YHDP) Joint Component Housing program and the YHDP Peer Navigation program;
- Participate and contribute to Youth Services Response team bi-weekly meetings;
- Support the convening and facilitation of the Ending Youth Homelessness Collaborative (meets quarterly);
- Support the convening and facilitation of the YHDP Continuous Quality Improvement (CQI) team meetings;
- Support meeting preparation and facilitation for the Berkeley-Oakland-Alameda County Continuum of Care (CoC) Youth Committee;
- Review applications for the incoming YAB members and provide input into their selection;
- Manage YAB contracts with youth service organization providers;
- Manage all logistics related to travels and accommodations to/from board meetings and conferences (e.g., travel via air and train, hotel accommodations, registration, meals);
- Manage all logistics related to the YAB's weekly phone calls and in-person meetings. This includes securing the meeting location/call logistics, developing the meeting objectives, outcomes, and full agenda, securing speakers, and preparing council members to participate.
- Carry out all administrative functions related to the YAB;
- Facilitate engaging meetings focused on homeless services and advocacy involving YAB members;
- Apply positive youth development approaches to the engagement of housing insecure youth and young adults;
- Work with the Continuum of Care, Health Care Services Agency, Social Services Agency, and YAB members to identify critical ways the YAB can best inform policies, programs and practices related to preventing and ending youth homelessness;
- Facilitate the preparation of YAB members for engagement in external meetings;
- Develop opportunities for YAB members to strengthen their professional development and leadership skills through connections with national and local organizations and resources;
- Manage project budgets;
- Performs other duties as assigned within the Program Specialist classification.