



Are you ready for a meaningful opportunity with a creative, innovative and dynamic organization to make positive change in your community?

Join the Interaction team!

**Position Title:** Outreach and Intake Coordinator

**Who is Interaction?**

Interaction (formerly Youth Services) has been a highly-respected part of the Windham County of Vermont community since 1972. Our mission: working together to build resilience and be a catalyst for change.

***How will I make a difference?***

The Outreach and Intake Coordinator plays a key role in Interaction's mission. This position is housed within the Youth Programs department and works closely with other youth and young adult case managers, clinical services, and community partners to provide collaborative, comprehensive services. This role facilitates and provides outreach services to homeless youth in Windham County to connect them to our Basic Center Program housing opportunities as well as other services. The Outreach and Intake Coordinator also provides follow-up and brief service connection to newly referred youth as well as youth who contact Interaction's 24/hour hotline.

Your main responsibilities will include:

- Engage with youth who contacted the after-hours on-call system, newly referred youth and youth who reach out during normal business hours to: begin brief services, complete assessments, engage in crisis stabilization, and facilitate connection to appropriate services.
- Create and maintain an outreach strategy and plan in order to connect with youth in the community who don't access services through conventional routes
- Hold regular drop-in hours and pop-up engagement events at libraries, schools, food shelves, and parks.

**We seek collaborative community-minded team members -**

We have found that Interaction staff succeed when they:

- Enjoy collaboration that comes from working on a team
- Value feedback
- Are highly organized
- Are problem-solvers
- Have a sense of humor and find creative ways to implement ideas
- Are flexible and willing to meet changing priorities



## **Your Skills**

As an applicant, ideally you will have the following skills and qualities:

- Builds strong, effective productive partnerships with colleagues
- Assumes good intent and the best in others
- Is open to others' ideas, input and decisions
- Takes responsibility and initiative
- Committed to continuous learning and growth
- Models, teaches and inspires others
- Highly organized, detail oriented
- Collaborative, flexible team-player; willing to pitch in wherever needed
- Models effective self-care, boundary-setting and stress management
- Embraces diverse styles and perspectives

## **What are the qualifications for the position?**

You can be considered for this position if you meet the following qualifications:

- Bachelor's Degree in a related field OR an equivalent amount of training, education and/or lived experience.
- Possesses strong computer skills including proficiency in Google suites, Microsoft Office suites

To Apply: Send resume and cover letter to [humanresources@interactionvt.org](mailto:humanresources@interactionvt.org). We will be reviewing applications on a rolling basis.

Compensation: \$22.50/hour and comprehensive benefits.