



3800 Coolidge Avenue ♦ Oakland, California 94602-3399 ♦ 510-482-2244

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A century of serving children

**Personal Service Coordinator: Full-time  
San Pablo, CA**

**Who the CCTAY Program is:**

The Contra Costa Transition Age Youth (CCTAY) program is an MHSA funded Full Service Partnership that provides community-based mental health services to 18 – 25 year olds that are struggling with serious mental illness as well as homelessness. The primary goals for the program are to ensure that program participants have safe housing; are able to achieve their individualized, recovery-focused goals; and are able to function as independently as possible within their homes, families, and communities. To accomplish these goals CCTAY works collaboratively with our participants and their families, using research-based principles for working with TAY. CCTAY's overall vision for our program participants is that they are able to realize their full potential in a program environment that treats them with dignity, compassion, respect and unconditional high regard.

**Position Summary:**

Seeking an energetic self-motivated and team oriented clinician committed to social justice to assume clinical responsibility for 10 – 12 young adults as a Personal Services Coordinator on the CCTAY team. Sense of humor a must! The Personal Service Coordinator (PSC) will be part of a multidisciplinary team that provides community based mental health services to 18 – 25 year olds that are struggling with significant mental illness as well as homelessness. The PSC will collaborate with these youth and their families or other supports to help them transition safely into adulthood. The PSC is responsible for clinical care and case management of assigned TAY and families in a community, home, or program setting. This includes assisting program participants with mental health, housing, vocational, and educational needs. The position reports to the Team Leader and is also responsible for administrative and clinical documentation as well as participating in trainings and team meetings. As a team member in this effective and innovative program, the PSC will be active in supporting and implementing a recovery/discovery-based philosophy and its individualized, strengths-based, culturally competent, participant-centered approach to working with TAY.

**Who we are:**

For more than a century, Fred Finch Youth Center has served youth and their families in the East Bay. Today we also serve communities on the peninsula, in Solano County and San Diego County. Our clients include children, adolescents, and young adults who face varied and often multiple challenges. Many are transitioning from foster care into the adult

world. Many have an emotional disturbance or mental illness. Some have both a mental illness and a developmental disability. All are economically impoverished. Most have experienced, abuse, neglect, trauma or lack of adequate health care or educational resources. To enhance the strengths and assist with the challenges of each individual, we provide a wide variety of services in several types of settings: specialty residential treatment; special education; vocational services; transitional housing; individual, group and family therapy and counseling. Services are provided in the community, in schools, in homes and at our sites.

**Requirements:**

1. MSW or MA in Counseling from an accredited college or university.
2. Registered intern with the Board of Behavioral Sciences, license preferred.
3. At least one year of post-graduate residential, community-based or milieu experience preferred.
4. Experience with TAY strongly preferred.
5. MUST HAVE expertise in at least one of the following areas: housing, employment, or education for youth, or substance-abuse recovery.
6. Bilingual (Spanish) preferred.

**How to Apply:**

Please apply to this link: <https://home.eease.adp.com/recruit/?id=537175>

**Compensation:**

Starting bi-weekly salary: \$1,620 or more depending on experience (DOE). Additional compensation for proven bilingual capabilities.

PLUS BENEFITS - to include medical, dental, vision, retirement / 401(k) plan, paid life insurance, employee assistance program, flexible spending account, supplemental insurance, plus paid time off.

**EEO/AA**

FFYC is proud to be an equal opportunity employer; all applicants will be given full consideration under state, local, and federal law.

Visit our website at [www.fredfinch.org](http://www.fredfinch.org). This is at a non-profit organization. No relocation assistance available.