

**Child and Family Charities**  
**Part-Time - Job Posting**  
**Life Skills Specialist**

**Position Summary:** To support homeless young adults ages 18-24 and their dependent children in achieving economic self-sufficiency through safe and stable permanent housing; improved education status; increased income; expanded social networks and permanent connections with positive caring adults; accessible health care; and nurturing parenting skills. The Supportive Community Housing for Youth Program (SCHYP) provides culturally responsive, trauma-informed supportive services using a positive youth development philosophy.

**Qualifications:**

- A minimum of an Associate's Degree or equivalent college credits in a human services field, such as psychology, sociology, social work, child development, nursing assistants, occupational therapy assistants, or education
- Experience providing direct services to at-risk youth and/or families
- Able to demonstrate cultural competency (street youth, pregnant/parenting teens, LGBTQ youth, etc)
- Strong written and verbal communication skills.
- Working knowledge and effective use of community resources
- Strong computer skills (Outlook, Word, Excel, databases, online life skills assessments and curriculums)
- Valid driver's license and personal vehicle available for use during work hours as needed
- Flexibility of work schedule to meet the needs of the clientele.

**Specific Duties and Responsibilities:**

- Provide confidential crisis intervention services to run-away, homeless, and street youth and their family members who have contact with the agency
- Conduct Life Skills, Parenting, and Developmental screenings and assessments
- Provide educational support in the form of mentoring or connecting youth to tutoring services
- Transport youth to community appointments and advocate for the needs of youth with community partners (landlords, schools, employers, legal services, health care providers, child care providers, MDHHS, life skills facilitators)
- Assist youth in the moving process, setting up, furnishing, and organizing their apartments to meet the safety needs of their dependent children (safe sleep, child proofing, safe learning toys)
- Help youth plan healthy meals, access nutritious food, and cook/bake for their family
- Teach youth how to utilize health care services (primary physician, pediatrician, urgent care, ER)
- Teach youth effective budgeting skills, comparing budget to spending, and planning for future expenses
- Teach and role model nurturing parenting skills.
- Maintain 24-7 on-call coverage one week each month for youth experiencing emergencies.

**To Apply:** Submit cover letter and resume to:

Child and Family Charities  
Director of Administration,  
4287 Five Oaks Drive  
Lansing, MI, 48911  
[liz@childandfamily.org](mailto:liz@childandfamily.org)

*We are an Equal Opportunity Employer. In our agency and the communities we serve  
we celebrate and value diversity, equity, and inclusion.*

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