



JOB POSTING

Transitional Living Coordinator (TLC)

Moving On Project (MOP) Manchester, CT Location

We have a position available, **full time, 1st and 2nd shift.**

The TLC is required to work some weekend hours.

The **Moving On Project** is a transitional living apartment program that assists male adolescents, ages 16 to 21, in developing the skills needed to live independently.

The **Transitional Living Coordinator** is responsible for monitoring all aspects of assigned cases of residents.

Duties include case management, which includes documentation, regular contact with DCF, schools and other involved parties, meeting with assigned residents regularly, and assisting with formulating Individual Transitional Living Plans, behavior management, life skills instruction, and program management, which includes assisting with intakes and discharges, crisis intervention counseling, preparing monthly reports, medication administration, and weekly team meeting participation.

Skills required include ability to set professional boundaries and limits, cultural sensitivity, as well as excellent communication and interpersonal skills, and ability to establish a positive rapport with the adolescents in our care.

Qualifications include Bachelor's Degree in Human Services or related field, and experience working with adolescents. Must have ability to set professional boundaries and limits, and possess excellent communication and interpersonal skills. Must also have a valid Connecticut driver's license, and possess the following certifications, or be eligible to obtain these after hire: DCF Medication Administration, TCI, and CPR.

Apply with cover letter, and resume to Human Resources Director, The Bridge Family Center, 1022 Farmington Avenue, West Hartford, CT, or via email to shannon@bridgefamilycenter.org.

The Bridge Family Center is an Equal Opportunity Employer

Posted: March 10, 2008