The Hidden Genius Project Job Description

Care Champion

Brief Background on Organization:
The Hidden Genius Project is a non-profit headquartered in Oakland, California that trains and mentors Black male youth in technology creation, entrepreneurship, and leadership skills to transform their lives and communities. The Hidden Genius Project seeks to reveal the true potential of black male youth and transform their communities from the inside out. Through our student-centered, project-based approach, we invest in young Black men, give them access to technology training, and plug them into an ecosystem of innovation and empowerment. The Hidden Genius Project was founded in 2012 and established a full-time infrastructure in 2015. The organization now operates Intensive Immersion Programs in Oakland, Richmond, and Los Angeles California, and is launching a site in Detroit in 2022. As the program continues to grow, The Hidden Genius Project seeks to impact thousands more Black males and young people in the coming years.

Position Purpose and Summary:
The Care Champion within The Hidden Genius Project implements the holistic care management model according the Support Services strategy. The Care Champion ensures that student participants in the Hidden Genius Project’s Intensive Immersion program receive comprehensive services, driven by their expressed needs, in support of successful program retention, completion, and transition. Hence, they are primarily responsible for conducting the student and family intake process (which includes demographic data collection and assessment of needs) and working with students and families to develop and manage the Individualized Care Plans; and coordination of care including problem-solving, helping students navigate services, service referral, and occasionally coordinating workshops on various student success themes (i.e. Post-Secondary Planning; Life Skills, Planning and Organization etc...). Additionally, they coordinate with and work collaboratively with the Programs and Operations staff. The Hidden Genius Project seeks to provide a holistic care model that is strengths-based and is culturally responsive to the needs and goals expressed by our youth and family participants, the Care Champion serves as a critical contributor toward this end. Accordingly, it is vital that they continually exercise ingenuity, enthusiasm, ethics, and a deep commitment to continual learning within an exciting startup environment. Finally, the care Champion works as part of a dynamic, communicative, and supportive team of staff, volunteers, and Board members committed to their success. This is the consummate role for the social change agent with a creative and entrepreneurial spirit.

Major Areas of Responsibility:

● **Provide Care Management Services** - Implement student Care Coordination Model in response to student and family needs. Develop and maintain a positive rapport with youth and family participants, identify resources and services in response to student needs, and facilitate healthy linkages to resource through service referral to external partners. Provide one-on-one student support through care management services. Assist with basic need resources in support of successful youth participation in the Immersion Program (i.e. snacks and meal services, transportation coordination, facility coordination, etc.).

● **Mentorship and Positive Student Experience** – Develop rich one-to-one connections with Immersion participants. Through mentorship relationships, identify holistic participant needs as they arise, and strategize with The Hidden Genius Project staff to develop a plan to address them. Solicit participant and parent/guardian feedback to guide responsive programmatic improvements to maximize participant enjoyment and success.

● **Training, Technical Assistance, and Facilitation** – Train The Hidden Genius Project staff and volunteers on relevant human service topics, best practices, and methods. Engage relevant external stakeholders to leverage resources and develop partnerships towards meeting youth and family participant needs. Collaborate in designing strategies to scale impact and/or support systems-level implementation. Facilitate training and/or convenings for adults interested in providing technology education and direct services to
youth. As necessary, train volunteers to support Immersion Program, Catalyst, and Community Partner Program activities, and manage them within those settings.

- **Other duties as assigned by the Site Director, Support Services Director, and/or Programs Director** - Work on other short-term and long-term projects as the need arises.

**General Responsibilities:**

- Serve as an exceptional role model, mentor, and champion to The Hidden Genius Project youth and family participants.
- Communicate effectively (via email, phone, and/or postal mail) and in a timely manner with all relevant constituencies, including participants and their parents/guardians.
- Act as dynamic ambassador to The Hidden Genius Project within the community

**Qualifications, Skills, and Abilities:**

**Desired**

- Bachelor’s Degree
- 3 or more years of experience with direct service case management
- 3 or more years of experience providing youth services
- Commitment to achieving The Hidden Genius Project’s mission and vision
- Excellent writing, communication, presentation, and group facilitation skills
- Ability to work 15-20 hours per week, and during the evenings and weekends, as needed

**Required**

- Excellent leadership abilities
- High comfort level with technology
- Experience working and communicating effectively with urban, underserved, and/or low-income youth
- Intense commitment to the life success of Black males and boys and men of color
- Experience mentoring and working closely with Black male youth
- “Can do” attitude and ability to work as part of a team
- Willingness to develop differentiated learning experiences
- Ability to prioritize, organize, and delegate effectively required.
- Ability to receive feedback and engage in continuous self-improvement
- Ability to adapt to a dynamic, rapidly-changing work environment
- Ability to build positive relationships with all important constituencies
- Firm belief in personal accountability, producing measurable outcomes, and sustaining high expectations

**Role Overview:**

- Role location: Detroit, Michigan
- Reports to: Programs Director/Support Services Director
- Status: Exempt
- Schedule: Full Time (minimum 40 hours per week); starting by May 2022; working evenings and weekends, as needed
- May Occasionally Manage: Student Interns, and Volunteers

**Benefits of the role:**

- Dynamic, fun work environment.
- Excellent opportunity to make a significant impact in the lives of numerous underserved youth.
- Entrepreneurial organization; implement your own ideas and immediately see the effects.
- Opportunity to meet and interact with multifarious individuals in the technology industry.
- Opportunity to play a fundamental role in building a national program.
- Opportunity to innovate in building effective models for holistic technology instruction

**Physical Demands:**
The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

- Regularly sit, stand, talk, and move around for extended periods of time.
- Periodically lift or carry up to 50 pounds.
- Travel and supervise transportation of students as needed.

**Compensation:**

- Negotiable

**Applying:**

To apply, please submit a resume and cover letter outlining your interest in the role and how your qualifications align with the above requirements via email to hiring@hiddengeniusproject.org, with the subject head: “Care Champion,” on or before March 31, 2022.