

YouthCare serves young people of many racial and ethnic backgrounds, abilities, sexual orientations, gender identities and religious beliefs. YouthCare actively recruit people of color and members of the LGBTQ community. YouthCare has committed itself to combating racism and oppression and seeks to do so in all areas of work within the agency.

## JOB DESCRIPTION

<b>Position Title:</b> Overnight Youth Counselor - Grave Shift	<b>Program:</b> Adolescent Care	<b>Job Code:</b> <b>12 - 802</b>
<b>Reports To:</b> Program Manager	<b>Department / Division:</b> Shelter	<b>Status:</b> Full Time <b>Salary Range:</b> \$12.50 - \$14.00 per hour <b>Closing Date:</b> <b>Classification:</b> Non-Exempt

### Who May Apply:

This position is open to all qualified candidates.

**WORK SCHEDULE:** This position is full time and non-exempt. Grave shift hours.

### POSITION SUMMARY:

Under the supervision of the Shelter Program Manager, the Overnight Youth Counselor is responsible for the coordination of services for clients placed in the program. The facilities are for youth with behavioral and emotional issues. Must balance nurturing and listening while setting limits. Must have organizational ability as well as be adaptable and flexible while maintaining a safe environment.

### ESSENTIAL RESPONSIBILITIES:

- Maintain a thorough working knowledge of the program philosophies, policies and procedures.
- Provide on-site supervision of youth.
- Use of positive behavior modification techniques. Model effective conflict resolution and problem-solving skills.
- Enter youth's intake statistics into electronic format.
- Provide crisis intervention and crisis counseling to residents. Use of de-escalation skills as needed to maintain and reestablish a safe environment.
- Provide advocacy services, including informal counseling and community referrals.
- Maintain a secure and safe facility.
- Must remain awake during entire shift.
- Must perform bed checks per licensing and program requirements (randomly every 10-20 minutes until 2:00 a.m. and then randomly every 20-30 minutes for the remainder of the shift). During checks, you must ensure that you see the client's skin and you see them breathing to ensure that they are actually in the bed.
- Perform a thorough inspection of the grounds around the program at least twice during your shift.
- Maintain accurate progress notes, case files, log entries, and other necessary client records.
- Complete an incident report on any facility damage, medical emergency, or any incident which occurs out the ordinary daily functioning of the house.
- Reconciliation of medication on a daily basis and/or other filing/paperwork.
- Ensure the overall cleanliness of the facility.
- Prepare food for meals and snacks in accordance with posted menus (as needed).

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- Instruct and assist youth in self-care skills/tasks, including personal care (as needed).
- Dispense medication (as needed), and complete related documentation. Complete all required documentation according to individual program procedures and timelines.
- Act as a professional representative of YouthCare.
- Assist in maintaining professional working environments (office, personal work space, company car, etc.).
- Additional duties as required by position, and/or supervisor/program manager (will vary across program settings).
- Perform monthly silent fire drill and document appropriately.

**QUALIFICATIONS:**

**PREFERENCES:**

- BA preferred – Experience may be substituted for education on a year for year basis.

**REQUIREMENTS:**

- Experience working with at-risk youth.
- Ability to maintain professional boundaries with youth, while building trust and respect.
- Acceptance of a variety of lifestyles, behaviors, and cultural and spiritual practices.
- Ability to pass a DSHS Criminal Background Check.

**PHYSICAL REQUIREMENTS:**

- Ability to perform moderate physical work, exerting up to 50 pounds of force occasionally and 10 to 20 pounds frequently.
- Ability to climb and descend stairs within a 60 second time frame, a minimum of 10 times a shift.

**ADDITIONAL REQUIREMENTS – Within 30 Days of Hire**

- Must have current negative TB test
- CPR / First Aid Certification
- HIV / AIDS Training (minimum 4 hours)
- When driving YouthCare vehicles, you must possess a valid WA State Drivers License and have taken Van Driver Certification Training or an approved Defensive Driving Course.

**BENEFITS:**

YouthCare provides a competitive benefits package to full time employees including medical, dental, vision, long-term disability, short-term disability, life insurance, 401(k), vacation, paid holidays, and sick leave after successful completion of the Introductory Period.

**EQUAL OPPORTUNITY EMPLOYMENT:**

YouthCare shall seek to insure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability or any other characteristics as established by law.

People of Color and Members of the LGBTQ community are strongly encouraged to apply.



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### **APPLICATION PROCESS:**

An application, resume and cover letter are required for all qualified candidates. Resume and Cover Letters should be mailed to [hr@youthcare.org](mailto:hr@youthcare.org) – No Faxes. Please identify which position you are applying for in the subject line of your email. Resume and Cover Letters can also be mailed to YouthCare, 2500 NE 54<sup>th</sup> Street, Seattle, WA 98105 and must be post-marked prior to job closing date.

### **ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION:**

I acknowledge I have received a copy of this job description. I understand the duties, am fully able to meet the requirements and perform the essential functions of this position, with or without reasonable accommodations. I further acknowledge, and understand, this job description does not create an employment contract, and nothing contained herein alters my at-will employment status.

**EMPLOYEE NAME (Please Print):**

**EMPLOYEE SIGNATURE:**

**DATE:**