

*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> Bilingual Overnight Youth Counselor - Grave Shift	<b>Program:</b> Casa de los Amigos	<b>Job Code:</b> 12- 806
<b>Reports To:</b> Program Manager	<b>Department / Division:</b> Casa de los Amigos	<b>Status:</b> Full Time <b>Salary Range:</b> \$12.50 - \$14.00 per hour <b>Closing Date:</b> <b>Classification:</b> Non-Exempt
<b>Who May Apply:</b> This position is open to all qualified candidates.		
<b>WORK SCHEDULE:</b> This position is full time and non-exempt. Grave shift hours which may include weekends and holidays.		
<p><b>POSITION SUMMARY:</b> Under the supervision of the Program Manager, the Bilingual Overnight Youth Counselor is responsible for the coordination of services for clients placed in the 8-bed shelter facility. The facilities are for youth 12-17 years of age who have been placed in the program by the Office of Refugee Resettlement Department of Unaccompanied Children's Services (ORR / DUCS). The Overnight Youth Counselor must balance nurturing and listening while setting limits. Must have organizational ability as well as be adaptable and flexible while maintaining a safe environment.</p> <p><b>ESSENTIAL RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Provide crisis intervention and counseling to clients in care.</li> <li>• Coordinate house activities while on primary coverage (house meetings, chores, meals, overall house cleanliness, etc.)</li> <li>• Maintain a secure and safe facility.</li> <li>• Must remain awake during entire shift.</li> <li>• 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).</li> <li>• Perform a thorough inspection of the grounds around the program at least twice during your shift.</li> <li>• Supervise the information / referral phone and provide referral information as needed, making referrals where appropriate.</li> <li>• Provide advocacy services, including formal counseling and community referrals.</li> <li>• Complete an incident report on any facility damage, medical emergency, or any incident, which occurs out of the ordinary daily functioning of the program.</li> <li>• Ensure that there are adequate copies of all standard file documentation.</li> <li>• Assist is packing up exited client belongings.</li> <li>• Maintain the cleanliness of staff bathrooms and general facility.</li> <li>• Perform weekly medical reconciliation and/or other filing and paperwork.</li> <li>• Other duties as assigned.</li> </ul>		

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### QUALIFICATIONS:

#### PREFERENCES:

- BA preferred – Experience may be substituted for education on a year for year basis.
- Experience working with at-risk youth and/or immigrant populations preferred.
- Fluency in Spanish or highly proficient level of Spanish-speaking ability.

#### REQUIREMENTS:

- Acceptance of a variety of lifestyles, behaviors, and cultural and spiritual practices.
- Strong personal boundaries.
- Ability to maintain professional boundaries with clients while building trust and respect.
- Ability to pass a DSHS Criminal Background Check.
- Ability to verbally and physically respond to an aggressive person in ways that de-escalate, establish and maintain staff and youth safety.

#### PHYSICAL REQUIREMENTS:

- Ability to perform moderate physical work, exerting up to 50 pounds of force occasionally and 10 to 20 pounds frequently, and up to 50 pounds of force occasionally.
- 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
- Food Handler's Card
- Complete De-Escalation Training
- 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:**