

YouthCare serves young people of many racial and ethnic backgrounds, abilities, sexual orientations, gender identities and religious beliefs. YouthCare actively recruits 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 - Swing Shift	<b>Program:</b> Catalyst at Straley House	<b>Job Code:</b> 12 - 824
<b>Reports To:</b> Program Manager	<b>Department / Division:</b> Straley House	<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. Swing shift hours.

### POSITION SUMMARY:

Catalyst at Straley House is a “straight off the streets” housing program for homeless young adults ages 18-21 who may not be ready or eligible for more stable housing programs. Residents can stay for a maximum of six months to stabilize, set goals, and work towards independence and permanent housing. The program is staffed 24 hours with a dedicated staff that provides activities, life skills, structure and stability.

Under the supervision of the Program Manager, the Youth Counselor is responsible for the provision of services to program participants. In conjunction with other clinical staff, the Youth Counselor’s task is to create a safe and caring therapeutic environment for high risk youth in residence who are working towards stabilization and preparing to transition to more stable housing. The position requires an individual who can actively contribute to a positive, stable, responsive and responsible environment for change.

### ESSENTIAL RESPONSIBILITIES:

- Provide on-site supervision of youth, including overnight supervision of the facility.
- Provide crisis intervention and crisis counseling to residents.
- Engage in strengths-based, harm reduction focused conversations with youth.
- Coordinate and monitor house activities including use of kitchen and laundry facilities. Ensure the overall cleanliness of the facility by monitoring weekly chores.
- Act as a “tie” to three residents in the program, working more intensively with them on development of life skills, behavioral and developmental growth, and reaching their goals.
- Maintain accurate case records. This includes daily logs, progress notes, and other necessary data tracking.
- Complete incident reports on any facility damage, medical emergencies or any incident which occurs out of the ordinary daily functioning of the house.
- Participate in weekly staff meetings.
- Work as a member of a team to support youth, communicate with co-workers via email, one-on-one meetings and other communication tools.
- Attend meetings and training sessions as required (a minimum of six in-service or equivalent training sessions per year).
- Participate in YouthCare’s research and evaluation component as needed.
- Other duties as assigned.

### QUALIFICATIONS:

#### PREFERENCES:

- BA or comparable number of years experience working with high-risk youth or other vulnerable populations.

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### REQUIREMENTS:

- Ability to effectively manage behavioral and emotional problems presented by youth.
- Ability to de-escalate youth in high stress situations.
- Ability to multi-task and prioritize and respond to multiple needs.
- Understanding of emotionally, physically and sexually abused youth.
- Ability to coordinate overall household functioning.
- Acceptance of a variety of lifestyles, behaviors, and cultural and spiritual practices.
- Ability to maintain professional boundaries with clients while building trust and respect.
- 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, and up to 50 pounds of force occasionally.

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

- Must have current negative TB test
- CPR / First Aid Certification
- Food Handler's Card
- 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.

### 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.

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## **JOB DESCRIPTION**

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**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:**