

POSITION TITLE: YOUNG ADULT SHELTER (YAS)
ON-CALL OVERNIGHT COUNSELOR
PROGRAM: Rosie Place
STARTING RANGE: \$13.68 - \$14.46.
FLSA CLASS: Non-Exempt
DRIVING: Not Required
REPORTS TO: Program Director of Services for High Risk Youth



JOB DESCRIPTION: This position is responsible for maintaining a safe and stable environment for young adults, ages 18-21, accessing the overnight shelter in Rosie's Place Drop-In & Resource Center. This position also provides crisis intervention, referral services and strengthening support systems. Hours of operation are 9:00 pm-6:30 am seven days a week; staff shifts are four 10 hour shifts (8:45 pm – 6:45 am). Staff is expected to stay awake during the entire shift.

POSITION QUALIFICATIONS:

1. Bachelor degree in social work, psychology, or closely related field plus 1 year experience working with at-risk youth, and
2. Required to carry a cell phone during all working hours.

AGENCY QUALIFICATIONS:

1. The ability to pass an extensive background check with no history of conviction or perpetration of child abuse or physical harm to another person,
2. Professional and personal conduct that maintains a personal and professional background so that criminal history remains free from unlawful conduct. Certain crimes may disqualify employees to have unrestricted access to children or vulnerable populations in accordance with Department of Social Health and Services policy and Washington State law. Professional or personal conduct that causes this clearance to be suspended or denied will result in suspension and/or termination of employment. (Pursuant to RCW 43.43.832, 43.43.832(7), 43.43.834, 43.20A.710 and WAC 388-06.),
3. A valid Washington State Driver License with a six-year good driving record. The ability to pass and maintain a clean driving records check. Professional or personal conduct that results in a restricted or denied driving status could result in termination of employment,
4. Proof of personal auto insurance levels at or above a \$100,000 combined single limit must be provided once offer of employment is accepted,
5. A sensitivity and responsiveness to the cultural differences in the organization's employment and service population,
6. Must possess, or obtain within 30 days of employment CPR/1st Aid/Bloodborne Pathogen certification, and
7. Strong interpersonal skills, including the ability to work as part of a team. (EOE).

MAJOR RESPONSIBILITIES AND RELATED TASKS:

A. Participant Service:

1. Maintains a healthy environment for participants in shelter to minimize crisis behavior,
2. Utilizes Evidence Based Practices, Positive Youth Development and Harm Reduction for behavior modification to facilitate positive behavior with participants,
3. Provides oversight and maintain program structure to participants accessing YAS to include enforcing behavior expectations in order to maintain a safe and calm milieu,

4. Makes decisions necessary to maintain the safety of staff and participants in YAS to include evicting a shelter participant or calling law enforcement when necessary,
5. Coordinates participant transition into and out of the shelter,
6. Records significant interactions and behavioral data in daily log, behavior/safety plans and/or incident reports as needed,
7. Informs Program Director of significant activities as related to residents and facility,
8. Completes incident reports and notify appropriate parties when necessary,
9. Plans and prepares an evening snack to meet basic needs of participants,
10. Tracks participant attendance,
11. Sets up the shelter each evening and cleans up in the morning,
12. Verifies participants' identification/age,
13. Manages behavior expectations of participants, and
14. Contributes to daily staff log.

B. Professional Development:

1. Attends required staff meetings and contribute input on program and agency issues,
2. Attend scheduled in-service training for on-going development of professional skills, and
3. Meets with supervisor on a monthly basis to review performance and job expectations.

C. Other Related Responsibilities

1. Attends relevant trainings, conferences and department/ program staff meetings,
2. Uses Agency or personal vehicle to perform agency business,
3. Maintains confidential information,
4. Participates as a flexible member of the agency team in order to accomplish the overall agency goals,
5. Follows agency policies and procedures Code of Ethics, RCW's, WAC's, and other applicable external regulations,
6. Participates in creating and maintaining a workplace that values diversity and is free of racism, sexism, heterosexism, and other discriminatory practices,
7. Manages time and other resources in a skilled manner,
8. Demonstrates professionalism and appropriate boundaries in all interactions,
9. Functions with creativity, independence and initiative,
10. Communicates effectively in both oral and verbal form, and
11. Performs other work as assigned.