

Community Youth Services is recruiting for on-call Associate Counselors for its Haven House program. This position fills in shifts for Residential Counselors as needed and/or serves as additional staffing if necessary to provide adequate supervision to residents. Provides safe and nurturing milieu for youth ages 12 –17, ensures basic living needs are met, provides guidance, counseling, and support to help program participants maintain appropriate and safe behavior, objectively documents behavioral observations, and works to aid in the avoidance of further out-of-home placement.

Regular part-time and full-time positions are filled from the on-call Associate Counselors staff. This position is not eligible for agency benefits.

### **\$13.02 hour**

#### **POSITION QUALIFICATIONS:**

1. Minimum of 21 years of age,
2. Education and direct experience working with at-risk youth must equal a minimum of two years. If education is used to meet this requirement, degree/courses must be in social science or a related field. A transcript may be requested to determine if courses taken qualify.
3. Valid TB test results within the previous 12 months prior to hire or the ability to obtain a negative TB test within 30 days of employment, and
4. Current Food Handlers' Permit.

#### **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 three-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,

#### **MAJOR RESPONSIBILITIES AND RELATED TASKS**

##### **A. Participant Service:**

1. Maintains a healthy living environment for youth in residence to minimize crisis behavior,
2. Plans and prepares meals to meet basic nutritional needs of youth,
3. Coordinates youth activities on a daily basis to positively structure day(s) and evening(s) for residents,
4. Utilizes behavior modification techniques to facilitate positive behavioral progress in residents and role models appropriate interaction,
5. Objectively documents significant interactions and behavioral observations in client case notes and works with program participants to develop individualized treatment plans,
6. Provides individual and group counseling to residents to facilitate personal growth and to minimize crisis situations,

7. Maintains the program structure to provide residents with clear and consistent expectations,
8. Informs Program Director of significant activities as related to residents and facility,
9. Completes intake interview, including paperwork, with youth upon admittance to gather critical data,
10. Completes incident reports and notify appropriate parties when necessary, and
11. Act as a crisis liaison for the public by providing telephone counseling, assessment and networking with other community resources.

**B. Case Management:**

1. Assists with the creation of a support system for youth in placement,
2. Completes required paperwork in order to provide accurate information to relevant sources,
3. Develops an individualized treatment plan with the client upon entering residence in order to have a measurable, goal-orientated plan,
4. Assists case manager in behavior assessments, and
5. Maintains resident case records and required paperwork to meet licensing standards and to effectively communicate accurate and current information.

**About the Agency:**

CYS has been a successful and established non-profit in downtown Olympia for more than 40 years, providing a full continuum of care to meet the needs of at-risk youth and their families in our community. Our 20+ programs help youth with: housing, placement stabilization, family preservation, foster care, education, job training, employment, independent living skills, delinquent behaviors, shelter, and basic needs. About 4,000 youth – and their families – seek our services annually in their transition to become independent, successful adult members of society.

Community Youth Services is the largest child welfare agency serving southwest Washington, employing over 140 staff and supporting 120 volunteers. CYS provides a staff driven culture where we view our staff as our greatest asset in providing quality services, which shows in our 95% staff retention rate.

ALL ITEMS MUST BE SUBMITTED IN ORDER TO BE CONSIDERED FOR THE POSITION:

1. Resume and cover letter
2. CYS Employment Application <http://www.communityyouthservices.org/employment.shtml>  
There are two versions on our website – a fillable Word version and a printable pdf version.  
You can submit either one.

Email to [hr@communityyouthservices.org](mailto:hr@communityyouthservices.org) - Reference Haven House in the subject line

You will need to submit a driver's abstract before an interview will be scheduled.

\*\* No phone calls please \*\*