

Community Youth Services – Pierce County (CYS-PC) is recruiting for a full-time **Case Manager** to support two programs – the Young Adult Overnight Shelter and the Day/Evening Drop-In Center. Both programs are located in Tacoma.

This position will be scheduled to work 1:00 – 9:00, specific days to be determined. Some weeks will include weekend shifts. This position is eligible for pro-rated agency benefits.

Starting salary \$16.35

**JOB DESCRIPTION:** This position is responsible for maintaining a safe and stable environment for young adults, ages 18-24, accessing the overnight shelter in Day Resource Center. This position also provides crisis intervention, referral services and strengthening support systems. Scheduled work hours will be 6:00 pm – 10:00 pm, five days. Actual days to be determined between successful applicant and Program Director.

**POSITION QUALIFICATIONS:**

1. Must be at least 21 years of age,
2. Education and direct experience working with high-risk youth, particularly street dependent, homeless, and runaway youth must equal a minimum of four years. If education is used to meet this requirement, degree/courses must be in a social science or related field. A transcript may be requested to determine if courses taken qualify.
3. Required to carry a cell phone during all working hours and
4. 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. EOE

**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, and
2. Must possess, or obtain within 30 days of employment CPR/1<sup>st</sup> Aid/Bloodborne Pathogen certification. (EOE).

**MAJOR RESPONSIBILITIES AND RELATED TASKS:**

**A. Participant Service:**

1. Ensures accurate data is tracked through the HMIS system.
2. Maintains a healthy environment for participants in shelter to minimize crisis behavior,
3. Utilizes Evidence Based Practices, Positive Youth Development and Harm Reduction for behavior modification to facilitate positive behavior with participants,
4. Provides oversight and maintain program structure to participants accessing YAS to include enforcing behavior expectations in order to maintain a safe and calm milieu,
5. 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,
6. Coordinates participant transition into and out of the shelter,
7. Records significant interactions and behavioral data in daily log, behavior/safety plans and/or incident reports as needed,
8. Informs Program Director of significant activities as related to residents and facility,
9. Completes incident reports and notify appropriate parties when necessary,

10. Plans and prepares an evening snack to meet basic needs of participants,
11. Tracks participant attendance,
12. Sets up the shelter each evening and cleans up in the morning,
13. Verifies participants' identification/age,
14. Manages behavior expectations of participants, and
15. Contributes to daily staff log.

Check out our benefit package on our website

<http://www.communityyouthservices.org/employment.shtml>

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

1. Resume and cover letter
2. Application must be completed and submitted with your resume.

<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.

A Washington State driver's abstract will need to be submitted before an interview will be scheduled.

Email requested documents to [hr@communityyouthservices.org](mailto:hr@communityyouthservices.org) and reference **Pierce County Overnight Case Manager** in the subject line. Documents can be faxed to 888.698.9568. Email is preferred.