

Community Youth Services-Pierce County is recruiting for two part-time Case Aide positions for its Young Adult Overnight Shelter and Young Adult Drop-In Center. This position assists young people ages 18-24 in meeting their needs for safety, food, clothing, shelter, emotional and intellectual growth, and individualism. This person will take direction from the case managers assigned to participants and as a member of the team will help them carry out the service plan.

### **To Apply**

To be considered for this position, please submit a resume OR CYS employment application to [HR@CommunityYouthServices.org](mailto:HR@CommunityYouthServices.org)

The CYS Employment Application can be found on our website - <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.

Cover letters are encouraged, but not required.

Please reference Tacoma Overnight Shelter Case Aide in the email subject line.

If you only submit a resume now, an application will be requested during the recruiting process.

For positions that require driving, a driver's abstract will also be requested during the recruiting process.

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

Hourly \$13.02

### **POSITION QUALIFICATIONS:**

1. Minimum of 21 years of age.
2. Education and direct experience working with at-risk youth, 12-24 years of age, particularly street dependent, homeless and runaway youth must equal a minimum of two 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. 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.

### **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,
3. A sensitivity and responsiveness to the cultural differences in the organization's employment and service population,
4. Must possess, or obtain within 30 days of employment CPR/1<sup>st</sup> Aid/Bloodborne Pathogen certification, and
5. Strong interpersonal skills, including the ability to work as part of a team. (EOE).

## **MAJOR RESPONSIBILITIES AND RELATED TASKS**

### **A. Program Support**

1. Supports case managers by providing advocacy and referrals to street dependent, homeless and at-risk youth ages 12-24,
2. Informs participants of program services and behavioral expectations and maintain room milieu,
3. Engages youth to invest in making the YAS a safe and healthy environment for all participants,
4. Assists participants in accessing services that we provide directly and through referral: healthcare, mental health, chemical dependency, education, shelter, counseling, food, clothing, transportation, and emergency services,
5. Leads or participates in programming activities in order to engage participants,
6. Participates in regular end of shift debriefing,
7. Participates in team meetings as appropriate,
8. Submits daily tallies, case notes and other documentation in a timely, thorough and accurate manner,
9. Serves meals and help motivate youth to maintain the cleanliness of the facility, and
10. Required to carry a cell phone during all working hours.