

Boys & Girls Aid Job Description

General Information:

Common Job Title: Relief Youth Care Counselor, Safe Place Location: Hillsboro, OR	Official Job Title: (HR to complete) Worker, Youth Care Relief, Safe Place
BGAS/Dept Code: 91WORN05 Safe Place	FLSA Status: Non-exempt
Reports to: Program Director, Safe Place & TLP*	Type: Part-Time
Job Level: Level E	Standard shift hours/Hrs. per week: Relief Youth Care Counselor may be pre-assigned scheduled shifts on a monthly basis; and last minute shifts are also available on an as needed basis*
Revision Date: October 1, 2016*	Eligible for benefits: No
Hiring Range: \$11.50/hr. - \$13.23/hr.	

Essential Functions:

Performing the following will involve travel, including driving, to various locations.

- Primary responsibilities include:
 - 1) Supervising youth to maintain their safety, security, and well-being at all times;
 - 2) Supporting the schedule and structure of Safe Place programming
 - 3) Engaging homeless and runaway youth in working towards successful transitions;
 - 4) Providing oversight of the facilities to maintain all safety, security and licensing standards.
- Supervise and monitor youth whereabouts and safety at all times, while in the facility and, if necessary, in the community.
- Provide positive role modeling behavior; facilitate appropriate communication; model and develop appropriate problem solving and conflict resolution skills.
- Assure that youth adhere to specific standards of conduct; assure appropriate youth interactions and intercede as necessary.
- Actively engage in creating a culture of responsibility in which youth are empowered to be active participants in the program. Examples of this engagement include seeking opportunities for individual or group coaching and skill building, maintaining a daily activity schedule that helps youth achieve goals, and offering innovative ways to assist youth in managing obstacles and setbacks.
- Engage with case management staff to support and track youth's schedules and goals and daily tasks including educational and job seeking support, accessing community resources, and reconnecting with family members.

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- Interact with youth and families in a way that incorporates trauma informed care, harm reduction, awareness of the culture of poverty, permanency goals, and other national best practices for runaway and homeless youth programs.
- Promote a youth-guided culture by facilitating peer-led individual/group decision making discussions and incorporating youth input into daily practices.
- Provide guidance and support to volunteers who perform a variety of duties during regular staff shifts.
- Instruct youth regarding desirable health, personal habits, and housekeeping duties.
- Provide for daily living needs, such as prescribed medications, medical needs, and transportation, as necessary.
- Provide appropriate program screening, intake and assessment, and determination of appropriate shelter placement. Complete all intake documentation including entry into ETO and intake email.
- Support the program structure, ensuring consistency in program rules, operations and routines, and agency & program policies and procedures are being maintained.
- Maintain the facility in compliance with health, sanitation and fire regulations. Report house maintenance needs as necessary. Complete fire drills as scheduled.
- Perform household and operational duties as assigned, which include but are not limited to: laundry, filing, menu planning, shopping, meal preparation, light housekeeping if needed, and various errands.
- Participate in agency-provided trainings. Seek out continuing education and training in areas identified by Program Coordinator. Participate in program meetings and trainings which may occur outside of regularly scheduled shifts.
- Maintain clear and respectful communications with other staff, youth, family members and community partners, etc., consistent with agency communication standards.
- Actively employ problem-solving strategies in working with the Safe Place team, youth, families, and community partners.
- Maintain accurate documentation, records and files in accordance with quality assurance standards. Accurately complete all paperwork and documentation of services as required by program within identified timelines, including daily logging, services provided, data entry, incident reports, etc.
- For non-exempt positions where position duties include some shift work with required staffing ratios: Due to considerations around the safety and health of our clients, and availability of qualified workers to relieve the employee, employees in this position may not be relieved of all work duties during their meal period. In this case, the employee still will be provided with adequate time to consume a meal, rest, and use the restroom, and will be paid for this time.
- Must respond to monthly schedule requests by the stated deadline and within two hours of same day schedule requests with a “Yes” or “No” answer if called when employee stated he/she would be available.

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- Regular and consistent attendance is a requirement of the position and is evidenced by working a minimum of 1 shift per month unless pre-arranged with the direct supervisor.

Secondary Functions:

- Responsible for other duties as assigned to assist in the functioning of the program.

Qualifications and Job Requirements:

Must be able to provide appropriate services and interact appropriately with people from diverse socio-economic, racial, ethnic, and other cultural groups, considering their needs and impact of the interaction.

- **Job Knowledge:** Degree or 2 years of experience in a social service, mental health, or care giving setting which may have resulted from work, internships or volunteering, OR related experience where skills necessary to perform the job is demonstrated OR any combination of education and experience equivalent to two years. * Level 4
- **Supervising:** No supervisory or lead responsibilities. May provide special project direction to co-workers, student interns or volunteers in similar job functions, such as training a co-worker to awake/overnight shift duties. Level 1
- **Decision Making:** Employee must demonstrate solid decision making and problem solving skills within the scope of their position responsibilities. General supervision and a set of broadly understood position expectations. Decision making with limited discretion, latitude, or negotiation. Assistance or resources are readily available. Level 3
- **Interpersonal Skills/Interactions:** Interactions may be one-on-one, in group settings, with own work group and other departments. May occasionally have limited, but substantial contact with the public. Daily interactions with youth in a supportive role in alignment and/or consistent with the permanency model. Daily interactions with youth. Communications may be routine and non-routine in nature. Strong communication and interpersonal skills are important. Level 2
- **Impact:** Responsible for the use of assets in own work area. Regular contact with youth and other staff, although limited due to overnight shift. Influences treatment outcomes through use of self as positive role model. Level 2

Additional Skills & Abilities:

- Basic word processing and computer skills for data entry, i.e., Microsoft Word.

Additional Requirements/Preferences, including Licenses and/or Certifications:

Requirements:

- Must possess a valid driver's license from state of residence (Oregon or Washington), personal automobile liability insurance, and pass a DMV driving record check.
- Must meet the driving requirements under the Agency Safe Driving Policy, and maintain a good driving record that is eligible for coverage by the agency's current insurance provider.
- Must have reliable personal transportation and the ability to drive standard and automatic vehicles, including the ability to drive a 12-passenger van.
- Must successfully pass the Department of Human Services (DHS) criminal background check and, if applicable, fingerprinting.

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- Must be able to pass the pre-employment reference checks.

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- Must be able to provide official grade transcripts, including the education level, from all educational institutions mentioned in the education section of the employment application.
- Must be able to provide a copy of his/her own social security card for W-4 documentation.
- Must be able to provide applicable documentation(s) for I-9 in order to establish identity and authorization to work in the US.
- Must maintain food handlers permit, First Aid and CPR certification.

Preferences:

- Experience working with homeless & runaway youth including an understanding of the reasons for youth homelessness, effects of homelessness on individual youth, barriers to exiting homelessness, and resources needed to support youth in maintaining their safety and meeting their goals.
- Experience working with youth who are affected by mental health disorders, drug and alcohol dependencies, trauma histories, human trafficking, poverty, and criminal activity.
- Experience fostering peer-led cultures among youth.
- Experience working with youth in ways that support permanency.
- Bachelor's degree in social work, psychology, sociology, juvenile justice, or relevant field.

Physical Requirements and Work Environment:

- Works directly with a variety of youth, such as:
 - May encounter individuals, primarily residents, who are at times unpredictable and hostile.
 - Will work with youth that are involved with the juvenile justice system, either pre-adjudicated or adjudicated.
- May transport clients in car or 12 passenger agency van as shifts require, up to 5 youth unaided.
- Must be able to do some lifting, bending, twisting and carrying. Need to be able to stand, walk, sit, keyboard, and use wrist and hand.
- Noise level in the work environment is usually moderate to loud.
- May work in outside weather conditions.
- May work alone on some shifts
- Must be able to lift and transport up to 25 to 30 pounds
- Must be able to work evenings, weekends, and overnight shifts to meet program needs. Ability to be flexible to work changing schedule as needed to meet program needs.
- Regular and consistent attendance is a requirement of the position.

Note: This job description is representative of the major position requirements and is not intended to be all-inclusive