



JOB OPENING

JOB TITLE: Arcadia Case Manager
DEPARTMENT: Homeless Services
SUPERVISOR: Community Programs Manager
STATUS: Hourly - Part-time
SALARY SCALE: DOQ/DOE

OUR MISSION: With the belief that every young person should be given the opportunity to grow and progress to their fullest potential, our professional and compassionate staff provide a continuum of programs and services to our evolving and diverse regional community.

JOB SUMMARY: The Arcadia Case Manager establishes a positive rapport with homeless youth and young adults, engaging with young people in the Arcadia Young Adult Shelter. This position supports the last hour of shelter, including respectfully waking clients, ensuring general cleaning is completed, and getting them out the door for the day. From this population, the case manager will develop and maintain a caseload of 10 clients at a time (25 in a year) ages 17-24. The Case Manager/Drop-in Support Specialist collaborates with each client to set up treatment plans and make appropriate referrals based on their identified goals. This includes but is not limited to: housing, basic needs, employment, education, legal services, medical care, and child care. The Case Manager establishes clear and appropriate boundaries with all youth and young adults served per policies and procedures as outlined by Auburn Youth Resources.

Auburn Youth Resources operates from a harm reduction philosophy and strives to be a supportive, welcoming, non-judgmental environment for all young people served, regardless of the current challenges they may be facing. As youth workers, our job is to advocate for each young person's right and ability to make informed decisions in their own life. We help them promote their own rights and build their capacity to achieve their own goals, without being a hindrance or adding barriers to success. We are guides helping our clients navigate systems to build their own future.

ESSENTIAL RESPONSIBILITIES, DUTIES AND TASKS:

1. Provide direct service to youth with a focus on under-served and hard-to-serve populations.
2. Build and maintain consistent, healthy boundaries with program participants.
3. Oversee drop-in functions and ensure smooth programmatic operation.
4. Provide youth with food packs, hygiene supplies, and other personal needs items as needed.
5. Utilize a strengths-based approach working with youth in day-to-day provision of services to hard-to-reach or hard-to-engage homeless youth.
6. Provide Case Management services to approximately 25 youth a year, 10 at any given time.
 - This includes but is not limited to: housing, basic needs, employment, education, legal services, medical care, and child care.
7. Maintain knowledge of available youth- and young adult-serving programs throughout King County and provide referrals when youth identify need. Develop linkages with community agencies as needed.
8. Provide case management and transportation to services in agency vehicle as needed for youth on case load.

9. Communicate regularly with the Community Programs Manager about ongoing program development and implementation and areas of concern as they arise.
10. Maintain data collection and case records as required by the grant and/or the contract.
11. Maintain cleanliness of facility and surrounding property on a daily basis.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

EDUCATION and EXPERIENCE:

Requires one of the following:

- (a) Associates degree with at least two years of experience working with at-risk youth, preferably with the homeless population **OR**;
- (b) Bachelor Degree in Social Work, Psychology or related field preferred along with experience working with youth, preferably with the homeless population **OR**;
- (c) Any combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position.

MINIMUM QUALIFICATIONS:

- Experience with crisis intervention, conflict resolution, and providing advocacy-based counseling services.
- Understanding of street culture;
- Excellent communication skills, both oral and written;
- Ability to work individually in a self-directed manner and as part of a team. Ability to promote teamwork among staff;
- Willingness and ability to work with people from a variety of racial, cultural, educational and economic backgrounds with various lifestyles, sexual orientations, and of all ages;
- Ability to maintain confidentiality.

PHYSICAL DEMANDS/WORKING CONDITIONS: This position works in a drop-in environment, 60% of the time with clients, 10% of the time on a computer, and 30% time in the field moving clients, driving, and attending meetings. Work may be interrupted by the immediate needs of a client in crisis. Work involves physical movement throughout the facility and the ability to climb stairs. Position requires employee to lift/carry 15-30 pounds occasionally, and push/pull 10-20 pounds occasionally. Position has the ability to sit/stand as needed.

HOURS & COMPENSATION: This is a part-time (25 hours per week) position. The pay is calculated based on education and relevant experience.

TO APPLY: Applicants should submit a resume with a cover letter to SarahCh@ayr4kids.org. Applicants may submit resumes by mail to: **Auburn Youth Resources, Attn: Human Resources Department, 1000 Auburn Way S, Auburn, WA 98002.**

CLOSING DATE: Open Until Filled.

Auburn Youth Resources is committed to equal employment opportunity in all employment practices for all individuals without regard to race, religion, color, national origin, sex, age, handicap, marital status, or veteran status.