



JOB OPENING

JOB TITLE: Drop-in Support Specialist
DEPARTMENT: Homeless Services
SUPERVISOR: Community Programs Manager
STATUS: Part-time (20 hrs/wk) Hourly - TEMPORARY
SALARY SCALE: \$15.00 Hourly DOQ/DOE **FTE:** 0.50

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 Drop-in Center provides referral information, crisis intervention, behavior management and mentoring to youth in the community who might not otherwise access services. This position spends significant time in a drop-in facility tracking and responding to client needs while maintaining healthy boundaries and consistency. With the assistance of the Community Programs Manager, the Drop-in Support Lead will identify and establish a regular presence and support various programmatic functions within the Arcadia Drop-in Center. This position will be responsible for a range of duties from janitorial support to youth mentorship. This position requires Saturday and Sunday shifts, as well as other duties during the week. The position has guaranteed funding through 12/31/2016.

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.

ESSENTIAL RESPONSIBILITIES, DUTIES AND TASKS:

1. Work positively with youth in a drop-in facility with a focus on under-served and hard-to-serve populations.
2. Build and maintain consistent, healthy boundaries with program participants.
3. 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.
4. Provide youth with food packs, hygiene supplies, and other personal needs items as needed.
5. Prepare, serve, and clean up daily meals per Department of Health food worker guidelines.
6. 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.
7. Maintain data collection and case records as required by various program grants/funders.
8. Communicate regularly with the Community Programs Manager about day-to-day operations, program development and implementation, and areas of concern as they arise.
9. Provide janitorial support for facility and surrounding property on a daily basis. This includes but is not limited to household cleaning and laundry.

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) Associate's degree in related field along with at least two years of experience working with youth, preferably with the homeless population **OR**;
- (b) Bachelor's degree in related field 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:

- Two years experience with at-risk youth. Experience with and understanding of street culture required.
- Experience with and understanding of working from a harm-reduction model.
- Demonstrated ability to appropriately intervene and lead in crisis situations (crisis intervention skills).
- Ability to communicate clearly and effectively both verbally and in writing.
- Outstanding time management and organizational skills.
- Ability to be flexible and committed to varying program needs involving both scheduling and general duties.
- Proficiency with Microsoft Office Suite.
- 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:

- Medium/maximum safety hazards due to work in an uncontrolled street/community environment.
- Potential violence and/or maltreatment from clients.
- Required evening, weekend and holiday shifts.
- Regular transportation of youth to services.
- Requires working with youth in the community.

HOURS & COMPENSATION: This is a part-time (20 hours per week) position. The pay is calculated based on education and relevant experience, ranging from \$11.89 - \$12.48 hourly.

TO APPLY: Applicants should submit a resume with a cover letter to DelethaWr@ayr4kids.org.

Applicants may submit resumes by mail to: **Auburn Youth Resources, Attn: Human Resources Department, 1000 Auburn Way South, 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.