

# JOB OPENING



**JOB TITLE:** Safe Place Coordinator

**DEPARTMENT:** Homeless Services

**SUPERVISOR:** Support Services Program Manager

**STATUS:** Hourly

**SALARY SCALE:** \$14.15 - \$16.12 Annual DOQ/DOE      **FTE:** 1.00

**BENEFITS:** Business Casual Work Environment, Life Insurance, Disability Insurance, Employee Assistance Program, Medical/Vision/Dental Insurance, Generous Sick/Vacation Leave, Holiday + 2 Floating Holidays, 403(b) with Matching, Flexible Spending Account and much more. In addition to these benefits, we like to believe that our flexible and understanding culture within AYR is one of the biggest benefits we have to offer!

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**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 Safe Place Coordinator will be responsible for ensuring effective functioning of Auburn Youth Resource’s Arcadia Drop-in Center and Safe Place program. Under the supervision of the Community Programs Manager, the Safe Place Coordinator’s role is to ensure programs run smoothly and effectively, and provide coverage both at the Arcadia Drop-in Center and on-call every third week as part of a county-wide collaboration. The Safe Place Coordinator will also be responsible for developing additional, sustainable drop-in programming as needed.

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. Provide direct service to youth and young adults with a focus on under-served and hard-to-serve populations.
2. Provide consistent floor coverage of drop-in center.
3. Provide 24/7, immediate crisis response to Safe Place calls every three weeks.
4. Triage youth in crisis by providing basic needs items, arranging shelter placement and/or return home with follow-up services, or other referrals as needed.
5. Respond to community questions and concerns, including maintenance of existing Safe Place sites in South King County.
6. Coordinate and build volunteer involvement.
7. Partner with Street Outreach team to maintain community awareness of programs.

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:**

- Experience with crisis intervention, conflict resolution, case management services with youth and providing advocacy-based counseling services.
- 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:**

- 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 full-time (40 hours per week) position. The pay is calculated based on education and relevant experience, ranging from \$14.15 - \$16.12 hourly plus an excellent benefits package.

**TO APPLY:** Applicants should submit a resume with a cover letter to [DelethaWr@ayr4kids.org](mailto: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.**