



YOUTH EMPOWERMENT SISKIYOU

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## JOB DESCRIPTION

The private non-profit agency Youth Empowerment Siskiyou advocates for youth that have been exposed to trauma and youth who are at-risk of trauma exposure through a variety of direct service and advocacy programs. We strive to build and support a strong local community in Siskiyou County, where every child, teen and young adult is and feels safe, loved, and empowered. Our Values: Equity. Individualized service plans better meet the needs of the people we serve. "One size fits all" may still leave people underserved. Evolution. As community members, we value engagement with our neighbors and strive to be locally responsive. We want to grow together. Nurturance. We believe everyone deserves to be treated with compassion, dignity and empathy. We embrace trauma-informed care. Integrity. We strive for financial and programmatic transparency and encourage our community to hold us accountable in discontinuing the harm that has been caused in the past by child welfare organizations.

Youth Empowerment Siskiyou is an equal opportunity employer committed to a diverse (multi-gender, cross-class and multi-racial), collaborative and sustainable work environment. We strongly encourage all to apply (including people of color; lesbian; bisexual; queer; trans and gender non-conforming people; inter-sex people; and people with disabilities). If reasonable accommodation is needed to participate in the application and interview process, please express that with your cover letter and resume submission.

**POSITION:** Shelter Staff    **REPORTS TO:** Shelter Manager    **WAGE:** \$20/hour

**HOURS:** 30-34 hours per week

**BENEFITS:** 100% employer-paid individual medical, dental and vision insurance for full-time employees; paid sick leave, vacation and holidays; reimbursement for use of personal cell phone

**DESCRIPTION:** Working under the supervision of the Shelter Manager, this position will provide 24-hour staffing at Youth Empowerment Siskiyou's group home-style shelter, located in Yreka, serving transition-age youth experiencing or at-risk of homelessness. Shelter staff will support clients residing at the shelter in ensuring their basic needs are met, while maintaining a trauma-informed, supportive and youth-centered environment.

### RESPONSIBILITIES:

- Maintain supervision and safety of teen and transition-age youth residents in compliance with state and federal laws
- Support residents with crisis intervention or behavioral issues
- Support residents in navigating resources for support.
- Coordinate with YES's Case Manager to support youth in completing case goals



- Input client data and shift notes into data program
- Effectively communicate with other shelter staff and Shelter Manager about any issues, needs, or concerns regarding residents
- Provide support and direction in meal planning and meal preparation for residents
- Facilitate support group activities for residents, including one or more of the following: activities, workshops, special events, and skill-building sessions.
- Maintain cleanliness of shelter as needed or as directed by Shelter Manager, Housing Director, or Executive Director
- Conduct Case Management with youth in the Housing Program
- Be able to work an Alternative Workweek schedule
- Perform other duties not listed as directed by Shelter Manager, Housing Director, or Executive Director

#### **QUALIFICATIONS:**

- Authorized to work in the United States.
- Ability to pass background check.
- Possession of valid driver's license, current auto insurance, good driving record and reliable vehicle for travel.
- Knowledge of principles of trauma-informed care.
- Ability to regulate own emotions and maintain composure under stressful circumstances.
- Experience working with teens and other young people
- Excellent verbal and written communication skills.
- Excellent computer skills, including data entry, and familiarity with Google Docs and Microsoft Office, especially Word, Excel and PowerPoint.
- Excellent management and organizational skills.
- Ability to maintain work schedule.
- Ability to support YES in meeting its commitment to provide a 24-hour shelter service to youth experiencing homelessness.
- Ability to keep all client information confidential.
- Ability to work independently.
- Ability to manage own emotions and maintain composure in stressful situations.
- Ability to prioritize various tasks.
- Agree to test for COVID-19 weekly with tests provided by the agency and remain in compliance with state, federal, agency and shelter program COVID-19 regulations