



# job description: overnight – shelter youth advocate (temporary)

## organization information

**Position Title:** Overnight Shelter Youth Advocate (temporary)

**Location:** Whatcom County

**Reports to:** Shelter Services Manager

**Hours:** Overnight – Graveyard/Part-time/On-call, non-exempt temporary position, anticipated end date May 31, 2022, possibility of extending this position through September 2022, dependent on funding.

**Wage:** \$17.85 per hour

**Women, people of color, transgender individuals, and members of other underrepresented populations are strongly encouraged to apply.**

**Mission:** At Northwest Youth Services, we affirm youth experience and autonomy, as we work together to foster collective healing and justice, in order to dismantle the systems of oppression that perpetuate youth homelessness.

### Core Values:

*Community* – We promote interdependence and recognize that everybody needs a community to thrive. We know that we are stronger together.

*Justice & Liberation* - We believe that it is critical to acknowledge, name, and actively work to dismantle the historic systems and societal structures that fuel crisis and poverty.

*Humanity* - We work with respect and compassion for each other and believe that everyone deserves to belong: to be safe, heard, and valued.

*Accountability* – We believe that no one is done learning; as a community we hold each other to a high standard, and work to educate, grow and heal together.

**Vision:** Guided by our core values and commitment to becoming an Anti-Racist organization, Northwest Youth Services envisions a community in which all young people are seen as catalysts in creating a just and liberated society that supports each of our unique journeys through life.

## job mission

This position contributes to NWYS' success by engaging at-risk, runaway, and homeless youth to help them stay safer and gain access to services needed to thrive.

This position contributes to NWYS' success by ensuring the safety of 18-24 year old youth residents at the overnight Youth Shelter.



## core competencies

To perform job successfully, the individual should demonstrate the following competencies:

**Sensitivity:** Communicates empathy and respect of individuals; ability to be appreciative of diversity.

**Conflict Management:** Effectively manages disagreements.

**Change Agility:** Able to embrace needed change; able to provide and implement feedback; effective in the face of ambiguity.

**Youth Orientation:** Actively seeks feedback from youth; establishes effective relationships with youth; knowledgeable about issues facing homeless youth and an understanding of the experiences they are going through.

**Integrity:** Must be honest and take responsibility for actions; ability to set healthy limits and maintain the helping role of practitioner.

**Positive Impact:** Have a passion for NWYS' mission and vision; a belief in the capacity for a young person to change; display a positive attitude.

**Learning Agility:** Seeks to improve knowledge, skills, and abilities in related service areas; implement core principles and evidence-based practices including, but not limited to: Positive Youth Development, Trauma Informed Care, Right Response, and Youth Mental Health First Aid.

**Creativity:** Resourceful in finding ways to improve and advocate for change when necessary; fosters creativity in others.

**Active Listening:** Ability to effectively work independently and in partnership with team members; ability to communicate effectively with youth, and others.

## key responsibilities

### Youth Program:

- Coordinate provision of basic care and supervision for up to 35 youth at a time who are staying at the shelter;
- Assist with the preparation, organization, serving and cleanup of food service scheduled during shift;
- Facilitate all program activities, make routine checks on all facilities and ensures safety, and appropriately respond to emergencies;
- Coordinate safety planning and crisis response of youth when needed;
- Respond to any program emergency including those that involve police, paramedics, fire department, etc.;
- Provide follow-up and aftercare services as needed;
- Be able to stay awake overnight;
- Review policy & guidelines with clients at time of entrance;
- Assist in the setup and/or teardown of the space at open/close;
- Ensuring the space is cleaned & sanitized at the end of each night;
- Keep supervisors informed of issues and concerns related to youth;
- Knowledge of program policies and procedures;
- Other duties as assigned.

**The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job.** Reasonable accommodations may be made to enable



individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception. While performing these job duties, the employee is regularly required to listen to others and provide verbal feedback. The employee is required to frequently sit for extended periods of time, stand, walk, climb, or balance.

## qualifications

### Minimum Qualifications:

- High school diploma or GED;
- One-year experience working directly with youth ages 11-17; or one year experience working in social service/shelter setting. Two years of social services education may be substituted for the required experience;
- Must be 21 years of age or older;
- Requires full COVID vaccination (may consider accommodation for medical or religious reasons); and
- Must pass background checks.

Required within first 30 days of employment:

- Food Handlers permit;
- CPR/First Aid/Bloodborne pathogens certifications required;
- Must have a negative TB test; and
- Full understanding of the CPS reporting requirements.

### Preferred Qualifications:

- Bachelor's degree in Human Services, Social Work, Counseling, Psychology, or other related field;
- Demonstrated experience working with young people in crisis;
- Demonstrated experience working with people experiencing homelessness;
- Demonstrated experience working in the housing field;
- Demonstrated experience working in a residential facility;
- Spanish, Russian, or ASL speakers preferred; and
- Previous training in Positive Youth Development, CSEC, Domestic Violence, Youth Mental Health First Aid, Motivational Interviewing, Harm Reduction or Trauma Informed Care.

Northwest Youth Services is an Equal Opportunity employer. Employment is based upon individual qualifications without regard to race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, disabilities, political ideology, sexual orientation, or any other legally protected status. Alumni of foster care and those who have experienced youth homelessness are encouraged to apply.

