



**JOB TITLE:** Midnight Senior Youth Specialist  
**DEPARTMENT:** Runaway & Homeless Youth Programs  
**CLASSIFICATION:** Hourly

**REVISED:** 4/19

## **POSITION DESCRIPTION**

### **SUMMARY:**

The Midnight Senior Youth Specialist is an at-will position that reports to the Assistant Program Manager, RHY. This position will assist the Residential Specialist with providing direct care services to youth ages 11-17 in a community-based shelter. The position is responsible for the overnight observation, care, general cleaning, and safety as well as quality program duties such as HMIS data input.

### **ESSENTIAL JOB FUNCTIONS:**

- Individually provide mentoring to youth and their families with the support and direction of a multi-disciplinary team
- Provide aid and assistance to youth needing food, clothing, referrals and shelter
- Model positive behaviors and lead by example while performing job duties
- Manage the behaviors of the youth by using interventions such as redirecting and empathetic listening skills
- Conduct and ensure that face to face and/or telephone crisis intervention is available 24/7/365 with appropriate outcome planning for each caller
- Maintain accurate and thorough written records of HMIS entries, day to day operational activities including group notes, client and general log entries, contact records, etc.
- Provide all services in keeping with the core values of the agency, agreed upon program vision and values, agency and program policies and compliance with contractual and legal regulations
- Maintain compliance with all agency training requirements
- Comply with attendance and punctuality policies, as well as all other Common Ground policies and procedures

### **RELATED JOB FUNCTIONS:**

- Assist in the maintenance of the physical environment for safe operations in partnership with the Runaway Homeless Youth (RHY) management team and facilities department
- Assist in completing monthly statistics and HMIS data entry
- Perform other job-related duties as assigned

**SUPERVISION:** None

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

#### **KNOWLEDGE OF:**

- Trauma informed principles and values
- Positive Youth Development
- Behavioral management, de-escalation and basic intervention skills
- Resources, as well as the ability to develop innovative resources to address the needs of the individuals

#### **SKILL TO:**

- Type, enter data, file and operate office equipment efficiently
- Demonstrate excellent interpersonal and communication skills
- Establish and maintain effective working relationships with a multi-disciplinary team
- Demonstrate proficiency in relevant software and applications (i.e. Microsoft Word, Excel, PowerPoint and Outlook)



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**ABILITY TO:**

- Relate to a diverse population which includes a variety of age, economic and educational backgrounds
- Understand and follow verbal and written instructions
- Communicate effectively, both verbally and in writing
- Handle volatile situations in a safe, calm and caring manner
- Present a positive, professional image to the community

**REQUIRED EDUCATION AND EXPERIENCE:**

- High school diploma, GED
- Valid Michigan driver’s license and clean driving record

**ESSENTIAL REQUIREMENTS:**

**Physical Requirements:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**Environmental Working Requirements:**

Work is done in both an office environment with exposure to computer screens, as well as in a residential/clinical environment. Assignments may require work to be done on an individual basis or in teams with members at various staffing levels. The work environment is that of a crisis center and may subject staff to behavioral and medical events that could be physically hazardous.

**Other Requirements:**

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The agency may in its sole discretion fill this position on a full-time, part-time or contingent basis with the individual best fit to perform the essential functions of the job. The above statements describe the general nature and level of work performed by employees assigned to the title. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Employees in this title are subject to a background check and a pre-employment physical.

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Employee Signature

Date

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Human Resources Witness

Date