



JOB TITLE: Senior Youth Specialist
DEPARTMENT: Runaway & Homeless Youth Programs
CLASSIFICATION: Non-Exempt

REVISED: 7/2020

POSITION DESCRIPTION

SUMMARY:

The Senior Youth Specialist is an at-will position that reports to the Assistant Program Manager, RHY. This position will enhance the services provided in the Sanctuary Basic Center by offering a trained, contemporary ear to other young people experiencing challenges. The desired result is to provide every youth in the program with a mentoring relationship. The Senior Youth Specialist will be committed to implementing trauma-informed care with a Positive Youth Development approach, helping youth utilize their strengths to solve problems, achieve goals, and pursue their dreams. This position will assist in planning, delivering, and evaluating direct services to youth and families. This position will assist the Residential Specialist with providing direct care services to youth ages 11-17 in a community-based shelter. The Senior Youth Specialist is responsible for the observation, care, general cleaning, and safety as well as quality program duties such as HMIS data input. This position will provide community-based mentoring to runaway, homeless, and at-risk youth, including youth survivors of human trafficking and LGBTQ youth.

ESSENTIAL JOB FUNCTIONS:

- Individually provide mentoring to youth and their families with the support and direction of a multi-disciplinary team
- Provide individual and group mentoring to the youth
- Provide community-based mentoring to runaway, homeless, and at-risk youth, including survivors of human trafficking and LGBTQ youth
- Initiate and sustain mentoring relationship and activities in accordance with the individual youth's plan of service and personal goals
- Meet with and maintain consistent contact with mentees, which includes at least two (2) in-person meetings per month for up-to 12 months
- Engage mentees in activities that will empower them to develop new skills, build resiliency, and establish healthy relationships
- Provide ongoing feedback of mentee's movement toward achievement of their goals, both to the mentee, program leadership, and to the mentee's parent(s)/guardian(s)
- Maintain accurate and timely records of interactions with mentees including case notes indicating the mentee's progress, activities engaged with mentee, and resources with which the mentee is connected
- Lead by example, which includes completing tasks thoroughly and on time, successfully implementing crisis de-escalation techniques with youth in the program and helping team members when they need support or assistance
- Model positive behaviors and lead by example while performing job duties
- Be a positive role model for peers and youth participating in programs
- Provide aid, assistance, and referrals to youth needing food, clothing, and shelter
- 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
- Document all services provided to youth, families, and community members
- 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
- Provide support to Residential Specialists in completing assigned shift tasks



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ESSENTIAL JOB FUNCTIONS: (cont.)

- Assist in the development, implementation, and evaluation of the Youth Specialist program
- Coordinate and facilitate substance abuse prevention and education services in the agency and community, including but not limited to, facilitating life skills curriculum groups
- Maintain compliance with all agency training requirements
- Overnight Shift: Senior Youth Specialists primarily assigned to the overnight shift may be exempt from Mentoring Program and EMPOWER Initiative responsibilities
- 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
- Participate in the Empower Initiative
- Provide community education and outreach presentations in compliance with grant requirements
- Assist in training new personnel
- Data entry in coordination with the Assistant Program Manager
- Attend all monthly RHY Staff Meetings and Supervision meetings
- 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 techniques and basic intervention skills
- Resources, as well as ability to develop innovative resources to address needs of individuals
- Or willingness to learn the Homeless Management Information System (HMIS), and other computer programs and databases

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)

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
- Present a positive, professional image to the community



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ABILITY TO: (cont.)

- Manage volatile situations in a safe, calm, and caring manner

REQUIRED EDUCATION AND EXPERIENCE:

- High school diploma, GED, or equivalent
- Valid Michigan driver’s license and clean driving record
- Experience working with youth preferred

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:

The ability to work various shifts.

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.

Employee Signature

Date

Human Resources Witness

Date