



PO Box 285 ° Corvallis, OR 97339
PO Box 1984 ° Albany, OR 97321
1-800-901-2904
www.jacksonstreet.org

Position: Overnight Caseworker

Purpose: Provides supervisory support for youth residing in shelter during the overnight and early morning hours; maintaining a safe, stable, secure environment and professional boundaries **Requires individuals to remain awake during the entire shift.**

Position Requirements: Some combination of related college course work and work experience with in crisis and/or diverse populations, experience working with youth, knowledge of non-profit and/or social services agencies, and knowledge of positive youth development. An ability to pass a criminal history background check, to work flexible hours including weekend and evenings, to make a commitment to JSYSI for at least one year, and obtain certification in First Aid/CPR and Oregon Food Handlers.

Specific Duties:

Interact directly with residents:

- Serve as a role model for residents and staff, demonstrating positive interpersonal communication skills and positive youth development strategies
- Teach independent living skills (i.e.: cooking, household chores, time management, laundry, personal hygiene, interpersonal communication, etc.)
- Mediate conversations among youth as needed
- Direct youth in nightly and weekly chores
- Assist youth as they work toward goals
- Supervise nightly study hall
- Issue appropriate consequences as needed
- Implement and participate in shift and shelter activities.
- Conduct 15 minute bed-checks during bedtime hours

Perform general shelter duties:

- Answer the phone: direct calls or take messages appropriately
- Take crisis calls: conduct crisis intervention over the phone and in person
- Document youth behavior and actions in file
- Complete intakes, call logs, and exit paperwork in an accurate and professional manner
- Complete timely data entry in daily shift log and individual resident files
- Maintain shelter appearance by cleaning up messes made on your shift and completing necessary chores before shift change.

Fulfill general requirements of a Jackson Street employee:

- Work as a team with coworkers and supervisor
- Attend staff meeting once/week
- Demonstrate thorough understanding of agency policies, procedures and legal requirements

Jackson Street helps youth 24/7/365



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The Overnight Case Worker must be trained in and able to perform all duties described in the Case Worker job description. In addition, the Overnight Case Worker must:

- Provide supervision by conducting bed checks of residents every fifteen minutes
- Provide supervision for early morning shelter activities, which may include preparing breakfast, getting residents ready for school and appointments, supervising morning chores, maintaining schedules or working with legal guardians or service providers
- Perform overnight duties needed to maintain the facility. Perform house chores during overnight shift as described in "Graveyard Binder". Perform house chores requested by other shifts or by supervisor. Notice chores that need to be done and complete them. These may include, but are not limited to:
 - vacuuming staff office floor
 - sweeping and mopping kitchen and entry floors
 - emptying garbage and recycling throughout the shelter as needed
 - wiping down surfaces, disinfecting
 - shelter laundry and resident laundry as needed
 - restocking kitchen and bathroom supplies as needed
 - cleaning staff bathroom
- Attend all mandatory meetings and trainings.
- Other duties as assigned by Shelter Supervisor.

Pay and Benefits: \$11-13/hour, health insurance available to those working 20 or more hours per week, 2/3 or more paid by Jackson Street. Voluntary group dental and vision plans are offered.

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