



# Jackson Street Youth Services

***Position: Caseworker***

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**Summary Overview:** Provides supervision and support for youth residing in shelter; maintaining a safe, stable, secure environment and professional boundaries.

## **Position Requirements:**

- Some combination of related college course work
- 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.
- Applicant must be able to pass a criminal history background check
- Work flexible hours including weekend and evenings
- Make a commitment to Jackson Street for at least one year
- Obtain certification in First Aid/CPR and Oregon Food Handlers.
- Candidate must have strong interpersonal skills and be highly detail-oriented, organized, and able to handle multiple projects at once

## **Responsibilities:**

### *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 to youth residents (ex: 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
- Implement and participate in shift and shelter activities
- Issue appropriate consequences as needed
- 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 cleanliness

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
- Continue education on relevant issues
- Attend all mandatory trainings