



Evergreen
Youth & Family Services
Strengthening Youth. Preserving Families.

JOB TITLE: Youth Counselor – Part-time

SUPERVISOR: Program Director, Evergreen Shelter

STATUS: Non-Exempt

SUMMARY: To provide case management and supervisory services to youth residing at the shelter including individual and group counseling, advocacy and outreach, household shift duties, and other support services related to operating a residential youth program. Also includes drop-in counseling to non-residential youth and parents and community education activities. This position requires use of auditory and visual skills approximately 95% of the time.

DUTIES:

1. Provide individual and group counseling to shelter residents.
2. Provide case management services for shelter residents.
3. Assist with family meetings as needed.
4. Conduct household duties related to operating a residential program including meal preparation, housekeeping, supervision of youth, and recreational activities.
5. Assist with support services to residents including follow-ups, education, youth outreach and aftercare.
6. Provide walk-in and telephone drop-in counseling services to community youth and families.
7. Advocate for the needs of runaway, homeless and high-risk youth and their families.
8. Assist with community outreach and education activities with schools, religious groups, area service providers and other community programs.
9. Assist with agency outreach activities, networking, and the coordination of services.
10. Work cooperatively with county and tribal programs including social services, law enforcement, probation, school districts and other community youth services providers.
11. Participate in agency and program staff meetings, retreats and other agency related functions.
12. Maintain up-to-date client and drop-in record keeping activities.
13. Assist with data gathering activities as required by funding sources and the agency.
14. Conduct activities related to compliance with federal and state laws related to mandated reporting, DHS licensing and HIPAA, the Data Privacy Act.
15. Provide transportation to youth as needed using agency vehicles.
16. Other duties as assigned by supervisor.

QUALIFICATIONS:

1. Must be 21 years or older.
2. Prefer person with a bachelor's degree in a human service related field and/or three years of direct service with youth. Minimally, must have two years of college experience and must be willing to actively achieve a 4-year degree.
3. Must be able to work flexible work schedules including evenings and weekends. Generally, shifts are 8am – 4pm, 4pm – midnight, and midnight – 8am.
4. Must have at least one year of experience working with youth and families of diverse backgrounds, including Caucasian youth, Native American youth, and LGBTQ+ youth.

5. Must not have received services from Evergreen in the past two years.
6. Be self-motivated and a good team builder.
7. Must be a positive role model to staff, youth, families and community.
8. Treat agency co-workers and youth and families with respect and courtesy.
9. Exercise high standards of integrity and ethics.
10. Exercise initiative, meet deadlines, and be dependable.
11. Must have previous individual and group counseling experience with adolescents that includes crisis intervention and conflict resolution.
12. Must have good interpersonal and telephone skills and work well with the public.
13. Must be a positive role model to staff, youth, families and the community.
14. If chemically dependent, must be free of chemical use problems for at least two years.
15. Must maintain client, co-worker, and agency confidentiality and abide by HIPAA and the Data Privacy Act.
16. Must maintain the strictest confidentiality standards regarding employee and client information.
17. Must work cooperatively with county and tribal programs, school districts and other community service providers.
18. Must be free from alcohol and chemical dependency and must maintain this freedom for the full duration of your employment with the agency. If formerly chemically dependent, must have two years of freedom from alcohol and drug dependency preceding employment with the agency.
19. Must have reliable means of transportation and a valid driver's license. If you use your own vehicle for your work-related transportation, must have current vehicle insurance.
20. Must be insurable on Evergreen Youth & Family Services' auto policy.
21. Must successfully pass a drug and/or alcohol test.
22. Must successfully pass a Minnesota DHS Applicant Background Study, Bureau of Criminal Apprehension Criminal Background Check via the BCA website, and a sexual contact background check.

WAGE: \$15.00 - \$17.50 per hour

To Apply: Please visit www.evergreenyfs.org to download our employment application. To be considered for the position applicants must submit cover letter, resume, and application to: Evergreen YFS, ATTN: Human Resources Director PO Box 662, Bemidji, MN 56619.

Deadline: Open until filled.

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AN EQUAL OPPORTUNITY EMPLOYER / ADA