



Evergreen
Youth & Family Services
Strengthening Youth. Preserving Families.

JOB TITLE: Youth Leadership Council Coordinator

LOCATION: Evergreen Youth Services

SUPERVISOR: EYS Program Director

STATUS: Full-time/ Non-Exempt

TRAVEL: This position will require approximately 15% of overnight travel

SUMMARY: Responsible for the Youth Leadership Council (YLC) for local and statewide involvement for youth. To help youth achieve specific skills and outcomes that will promote their self-sufficiency and independence as adults. This position will help to provide services to youth include assistance with addressing basic needs (i.e., food, clothing, physical/mental health care, counseling, referral services, advocacy, and prevention education). Employees must be able to provide transportation using agency vehicles. This position uses visual and auditory skills approximately 95% of the time and will need to work flexible hours including evenings, overnight/out of town and occasional weekends.

DUTIES:

1. Develop and staff the Youth Leadership Council for local and statewide involvement.
2. Select YLC group activities and relevant curriculum in consultation with the Department of Human Services Child Safety and Permanency Division (State).
3. Recruit and maintain a core group of 6-12 eligible youth by networking and outreach with counties, tribes, foster parents, areal school, and other community-based agencies, emphasizing youth who represent youth in the local foster care system.
4. Provide orientation and training for youth council members.
5. Arrange a meeting site for the council, prepare materials for meetings, take minutes at meetings and assist youth in finding community resources and partners to strengthen council activities.
6. Convene council meetings at least twice per month. Provide youth council members with a stipend or gift card for each council meeting or activity they attend.
7. Facilitate youth council member's decisions about council governance, the role program staff has, the work plan and meeting agendas.
8. Provide or arrange transportation necessary for youth to participate in individual and group program activities and meetings. Reimburse youth members, foster parents, or others for mileage incurred to attend meetings and council activities.
9. Survey youth members annually to evaluate the councils' process and outcomes.
10. Respond to requests from the state department for youth advisors or speakers.
11. Attend/participate in meetings, trainings, and retreats as recommended by the state.
12. Incorporate input from youth being served into the planning and evaluation of the program.
13. Collect and report data and narrative reports as required by the state and supervisor.
14. Maintain records in program participant's files documenting the program tasks and deliverables.

QUALIFICATIONS:

1. Prefer a person with a four-year degree in a human service related field and/or a minimum of three years of direct services with youth.
2. Must have a commitment to support all of the agency's programs and services and its mission.
3. Must exercise initiative, be organized, meet deadlines, and be dependable.
4. Must have at least one-year experience working with youth and families of diverse backgrounds, including Caucasian youth, Native American youth, and LGBTQ youth.
5. Must be able to work flexible hours including evenings, overnight/out of town and occasional weekends.
6. Must be self-motivated and willing to use a teamwork approach.
7. Must be able to work collaboratively with other agency programs, other local community service providers, schools, law enforcement, probation, tribal programs, and county, state, regional and national programs and organizations.
8. Must have a strong understanding of professional boundaries with clients and exercise good judgment regarding boundaries.
9. Treat agency co-workers and youth and families with respect and courtesy.
10. Must be a positive role model to staff, youth, families and the community.
11. If chemically dependent, must be free of chemical use problems for at least two years.
12. Must maintain client, co-worker, and agency confidentiality and abide by HIPAA and the Data Privacy Act.
13. Must maintain the strictest confidentiality standards regarding employee and client information.
14. 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.
15. 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.
16. Must be insurable on Evergreen Youth & Family Services' auto policy.
17. Must successfully pass a drug and/or alcohol test.
18. 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.

Physical Demands Related to Duties:

While performing duties, the employee is required to talk and hear. The employee is often required to sit and use his or her hands and fingers, to handle or feel. Vision abilities required by this job include close vision. This employee must be able to lift up to 40 pounds.

COMPENSATION: \$16.93 - \$21.70 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 or email hr@evergreenyfs.org.

DEADLINE: This position will be open until filled.

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