



**Evergreen**  
Youth & Family Services  
*Strengthening Youth. Preserving Families.*

## **EVERGREEN SHELTER JOB DESCRIPTION**

**JOB TITLE:** Youth Counselor – 1 FTE

**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:**

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

### **QUALIFICATIONS:**

- 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 year's of college experience and must be willing to actively achieve a 4-year degree.

- Must be able to work flexible work schedules including evenings and weekends.
- 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.
- Must not have received services from Evergreen in the past two years.
- Be able to work flexible hours including evenings, nights, and weekends.
- Must have previous individual and group counseling experience with adolescents that includes crisis intervention and conflict resolution.
- If chemically dependent, must have two years of sobriety (no alcohol or drug use for at least two years) and must maintain sobriety during the full period of employment.
- Be self-motivated and a good team builder.
- Must be able to work collaboratively with other agency programs, schools, law enforcement, probation, local community, tribal, county, state, regional, and national programs and organizations.
- Must have a valid driver's license and valid vehicle insurance if you use your own vehicle for non-client, work-related transportation. Or, must have valid driver's license and be able to make appropriate alternative transportation arrangements for work-related appointments and meetings.
- Must be a positive role model to staff, youth, families and community.
- Must have solid computer skills including word processing and the ability to enter program documentation and statistics.
- Must have good written and oral communication skills and good organization skills.
- Treat agency co-workers and youth and families with respect and courtesy.
- Exercise high standards of integrity and ethics.
- Exercise initiative, meet deadlines, and be dependable.
- Must maintain confidentiality and abide by HIPAA, the Data Privacy Act.
- Able to pass the Sexual Contact Background Check, Minnesota DHS Applicant Background Study, and a Minnesota Bureau of Criminal Apprehension web-based Background Check.
- Successfully pass a drug test.
- Must be 21 years or older.

**Compensation:** The wage for this position is \$16.68 – \$21.39, depending upon experience & qualifications. Evergreen also offers a competitive cash benefits package, generous vacation/holiday/sick time, and has a flex time policy.

**To Apply:** Please visit [www.evergreenyfs.org](http://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 to: [hr@evergreenyfs.org](mailto:hr@evergreenyfs.org)

**DEADLINE:** This position is open until filled.

EVERGREEN YOUTH AND FAMILY SERVICES, INC. IS  
AN EQUAL OPPORTUNITY EMPLOYER / ADA