



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

*Youth Advocates must blend assertiveness with humor and are responsible for providing services to runaway and homeless youth in crisis, ages 9- 17. Services provided include intake assessments, individual and group counseling, case management services, and shift household duties. This position requires a team approach and the ability to coordinate services with other youth counselors and referring agencies.*

*We prefer applicants that are pursuing a degree in a human service-related field or have experience working with at-risk youth. All applicants must be of good character, appropriate age (at least 21 years old) and maturity. Applicants must be able to work flexible hours, including weekends, holidays and occasional overnight shifts. The Shelter will try to accommodate school schedules.*

**JOB TITLE:** Youth Advocate  
**SUPERVISOR:** Program Director, Evergreen Shelter  
**STATUS:** Non-Exempt (8 – 40 hour per week)

**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 agency outreach activities, networking, and the coordination of services.
9. Work cooperatively with county and tribal programs including social services, law enforcement, probation, school districts and other community youth services providers.
10. Participate in agency and program staff meetings, retreats and other agency related functions.
11. Maintain up-to-date client and drop-in record keeping activities.
12. Conduct activities related to compliance with federal and state laws related to mandated reporting, DHS licensing and HIPAA, the Data Privacy Act.
13. Provide transportation to youth as needed using agency vehicles.
14. 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 LGBTQIA2S+ 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. Prefer person with 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 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.
19. Must be insurable on Evergreen Youth & Family Services' auto policy.
20. Must successfully pass a drug and/or alcohol test.
21. 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:**

While performing the responsibilities of this position, 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. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. The employee must be able to lift up to 40 pounds.

**COMPENSATION:** \$17.00 - \$19.00 per hour DOQ, \$1,000 hiring bonus after six months of successful employment and an average of 9 hours/week.

**TO APPLY:** Please visit [www.evergreenyfs.org](http://www.evergreenyfs.org) to apply on-line or 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](mailto:hr@evergreenyfs.org).

**DEADLINE:** This position will be open until filled.

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

**What success looks like in this position:**

A successful Youth Counselor at the Evergreen Shelter provides compassionate and consistent individual and group counseling, helping youth navigate complex emotional and social challenges. This includes not only addressing immediate concerns but also equipping them with coping strategies and life skills that promote long-term well-being.

Effective case management involves maintaining thorough and accurate records, ensuring that all youth receive appropriate services, and coordinating with families, schools, and other community resources. A Youth Counselor who excels in this role will be proactive in advocating for the needs of the youth, ensuring that they receive comprehensive care tailored to their unique circumstances.

Reliability and consistent presence are crucial aspects of success in the Youth Counselor position at Evergreen Shelter. A successful Youth Counselor not only shows up for their scheduled shifts on time but also remains mentally and emotionally present throughout their work. This means being fully engaged with the youth and their needs, whether during counseling sessions, recreational activities, or routine household duties. Being dependable allows for the continuity of care and trust, both of which are essential in a residential setting where stability is often a critical component of the youth's well-being. By consistently being there for the youth, the counselor reinforces a sense of safety and reliability, which are key factors in building strong, supportive relationships.

Additionally, success in this position means fostering a safe, supportive, and respectful environment within the shelter. This includes managing household duties, supervising recreational activities, and ensuring that all youth feel valued and understood. By maintaining high standards of integrity, ethics, and professionalism, a Youth Counselor not only serves as a role model for the youth but also contributes to the overall effectiveness and reputation of Evergreen Youth and Family Services.