



Evergreen
Youth & Family Services
Strengthening Youth. Preserving Families.

JOB TITLE: Overnight Youth Counselor / Program Statistician

SUPERVISOR: Program Director, Evergreen Shelter

TYPE: Full-time, non-exempt

SUMMARY: Handle night shifts at the Evergreen Shelter, 12:00 a.m. to 8:00 a.m. Monday (Sunday at midnight) through Friday (8am). This position will be responsible for night management of the Evergreen Shelter and is responsible for Shelter program statistics data entry and client files. In addition, to night youth intakes and responding to any youth needs that arise at night, the night counselor responds to youth journal entries, wakes youth for school in the morning, and handles regular night maintenance duties. A goal of the night counselor position is to help prepare the house so that everything is organized for the morning shift staff. In general, shelter youth counselors also provide prevention, intervention and aftercare counseling services to youth and their families receiving agency services. This includes goal and plans, individual and family case management, case consultation to agency staff, behavioral observations, coordination with other community services providers, client evaluations and monthly reports.

DUTIES:

1. Individual and telephone guidance.
2. Provide case management.
3. Promote insight through interactive journaling.
4. Develop and maintain up-to-date client files and program records.
5. Provide transition plans, discharge processing and other documentation for clients.
6. Assist with data gathering activities as required by funding sources and the agency.
7. Provide written behavioral observations and other individual client assessments or summaries as requested by supervisor and community service providers.
8. Prepare client friendly suppers for the following evening.
9. Perform household duties related to operating a residential program.
10. Participate when possible in agency and program staff meetings, retreats and other agency related functions.
11. Work collaboratively with other community youth and family service providers.
12. Conduct activities related to compliance with federal and state laws related to mandated reporting, data gathering, DHS licensing and the Data Privacy Act.
13. Other duties as assigned by supervisor

QUALIFICATIONS:

1. Prefer person with a four-year degree in a human service related field, and/or a minimum of two years direct service with youth and their families. Minimally, must have at least two years of college experience and be willing to actively achieve a four-year degree while employed with the agency.
2. Must have a commitment to support all of the agency's programs and services and its mission.

3. Must have at least four years of experience working with youth and families of diverse backgrounds, including Caucasian youth, Native American youth, and LGBTQ youth.
4. Exercise initiative, meet deadlines and be dependable.
5. Must have solid computer skills including word processing and the ability to enter program documentation and statistics.
6. Must be able to work flexible hours including evenings and some weekends depending on client or program outreach needs.
7. Must be self-motivated and willing to use a teamwork approach.
8. 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.
9. Must have a strong understanding of professional boundaries with clients and exercise good judgment regarding boundaries.
10. Must have reliable transportation and valid driver's license and insurance.
11. Must be eligible for coverage under the agency's auto insurance.
12. Must treat agency co-workers and youth and families with respect and courtesy.
13. Exercise high standards of integrity and ethics.
14. Must be a positive role model for staff, youth, families and the community.
15. Must have strong written and oral communication skills and prior experience with grant reporting.
16. Must successfully pass a drug and/or alcohol test.
17. Must maintain agency, coworker, and client confidentiality and abide by the Data Privacy Act and the Health Information Portability and Accountability Act.
18. Must not be disqualified by a Minnesota DHS Applicant Background Study (must be older than 21 years of age), a Minn. Bureau of Criminal Apprehension Criminal Background Check via the BCA website, and must pass a National Sex Offender Registry 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: \$17.18– \$22.03 per hour, with an additional \$1.00/hr for overnight shifts. Evergreen also offers a competitive cash benefits package, generous vacation/holiday/sick time/401 (k) match, and a flexible scheduling.

TO APPLY: Visit <https://www.evergreenyfs.org/careers> to submit an on-line application. **OR** submit a cover letter, resume and Evergreen Job Application to Human Resources Director, Evergreen Youth & Family Services, P.O. Box 662, Bemidji, MN 56619 or email hr@evergreenyfs.org.

DEADLINE: This position will be open until filled.

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AN EQUAL OPPORTUNITY EMPLOYER/ADA