



## **Job Description**

### Youth Advisor

**Location:** Y.E.S. Shelter in The Dalles

**Hours:** Part Time

**Schedule:** Weekends, Evenings, and Overnights Various Shifts

**Salary Range:** Hourly 16.43-18.54

**Purpose of the Position:** Youth Advisors at the Youth Empowerment Shelter (Y.E.S) build and model positive relationships, encourage personal growth, promote healthy behavior, resolve conflict, develop and organize activities, and supervise youth as they complete both daily activities and long-term goals. A typical day for a Youth Advisor will entail spending the majority of the shift working directly with youth residing in the shelter. Some activities and events will take place in the community. Youth advisors help manage after school and weekend activities including homework, appointments, supervising and facilitating meal preparation. A youth advisor models and manages safe behavior and house expectations They also guide and mentor youth in setting and reaching individual goals. Awake overnight shifts require staff to monitor house safety while youth are asleep, respond to resident needs that arise, and assist with special projects.

### **Summary of Essential Job Functions:**

#### Client Engagement and Services (80%)

- Build relationships and engage all youth using positive youth development principals
- Conduct shelter intakes as needed
- Serve as a role model; working alongside youth to increase their ability for self-management, problem solving, and community engagement
- Guide and assist youth in working toward their established goals
- Accompany youth to appointments and community-based activities
- Plan, facilitate and engage youth in enrichment activities such as art projects, gardening, cooking, and recreation
- Encourage and promote independent living skills
- Follow policies and monitor house expectations to ensure a safe and inclusive environment for youth
- Celebrate successes, problem solve areas for needed change
- Assist with transition planning as youth exit the shelter

#### Collaboration and Follow Up (20%)

- Collaborate with coworkers, supervisor, and community partners
- Documentation of house activity and services to youth
- Complete all Y.E.S. specific trainings, certifications, and attend required meetings

- Other duties as assigned

**Competency and Skill Requirements:**

- Demonstrate professional, appropriate, effective, and tactful communication skills, including written, verbal and nonverbal
- Demonstrate a positive and inclusive attitude
- Maintain client confidentiality at all times, and follow HIPAA guidelines and regulations
- Ability to travel within the Gorge is required, valid driver's license and insured vehicle

**Required Training, Education, and Experience:**

- First Aid/CPR training, food handlers license
- Experience working with youth
- Experience working with diverse individuals and communities
- Bilingual English/Spanish preferred