

BUILDING A STRONG FUTURE FOR KIDS IN SNOHOMISH COUNTY

Cocoon House empowers young people, families and communities to break the cycle of homelessness through outreach, housing and prevention. To learn more about how Cocoon House serves Snohomish County youth and their families, please visit our website at: <http://www.cocoonhouse.org>. We are the only organization in Snohomish County that works exclusively with youth in need.

We have four Housing locations throughout Snohomish County that serve homeless and at-risk youth and we are looking for Staff Support team members who understand the importance of our kids! When you work for Cocoon House, you are family!

We do what we do because we want to leave Snohomish County a better place for marginalized youth and we're looking for team members who believe the same. It's more than a job, it's a calling. If you want to work on a team made up of passionate, dedicated people who are committed to making a difference, we invite you to apply for one of our open positions.

We are currently building our direct care staff and are recruiting for multiple positions, both full time and part time opportunities are available.

Job title: Rover and Staff Support: 16 - 40 hours per week, \$13.00 an hour with an increase to \$15.00 an hour for Overnight shifts (benefits available 1st day of the month following 60 days of employment, with a minimum of 20 scheduled hours per week)

The Rover position will primarily be based at our 2929 Pine Street location, however when program needs dictate, the Rover will be assigned to different housing locations (to cover for vacations or sick days). These assignments will change reporting location only, not shift change. The Staff Support positions will be hired for a specific location and shift. Our Housing programs are located in Everett, Monroe and Arlington.

Job purpose: We work with at-risk and homeless youth, to help break the cycle of homelessness in our community. We provide a safe and supportive environment for teens in our care, promoting positive interaction, providing life skills, social skills and enrichment activities. We provide information, referrals and support to our community.

Duties and responsibilities:

- In partnership with case managers, you will support youth case plans and interact with youth to make a difference in their lives.
- Intake and exit youth while you are on shift.
- Communicate directly with other providers to assure youth are following through with their commitments.
- Extensive exercise of independent judgment and maturity required.

- Plays a key role in providing supervision, support and managing the behavior of youth.
- Oversee youth's health by arranging appropriate appointments, filling prescriptions, and dispensing medication.
- Take the lead and actively work to build relationships while maintaining a safe environment.
- Provide youth with appropriate information and directions for off-site services.
- Follow mandated reporter requirements by documenting incidents and calling CPS within 2 hours.
- Attend case management meetings, all staff meetings and trainings as required.

Qualifications include:

- BA in Human Services preferred, or experience with at risk youth and/or enrolled in a human services program.
- Current WA state Driver's License and a dependable mode of transportation.
- Bi-lingual and/or Bi-cultural a plus.
- Ability to diffuse escalated youth.
- Ability to record and document information on forms as required for case planning and CPS reporting.
- Familiarity with local services and how to access them. Ability to assess situations and gather pertinent information.
- Ability to relate with youth and staff.
- Ability to maintain boundaries with youth.
- Acceptance of a variety of lifestyles, behaviors, and cultural and spiritual practices.
- Must submit and be cleared by DSHS background check and be over 21 years of age.

Within 30 days:

- Must obtain food handler's permit, TB test, HIV certification, CPR and First Aid training, cost for all trainings reimbursed by the Agency.

Physical requirements:

- Communicate effectively with youth, staff, other programs, vendors and the public, both orally and in writing.
- Hear voice conversations and alarms.
- Possess close vision, far vision, side vision, depth perception, visual ability to read a variety of materials.
- Dexterity of hands and fingers to reach, handle and operate telephone, computer keyboard, record information in appropriate youth files and logs.

Cocoon House will provide reasonable accommodation to qualified persons with disabilities if requested.

Cocoon House is strongly committed to removing barriers and supporting inclusion and diversity in all its forms. We strive to create a safe and open atmosphere for young people, families, staff, board members, community partners and funders. We learn from the diverse individuals we work with and embrace their unique attributes to ensure we fulfill our agency mission and core values. Cocoon House is an Equal Opportunity Employer. We seek to provide equal opportunity for all persons without regard to race, age, color, religion, gender, gender expression, marital status, sexual orientation, military status, national origin, or any other characteristic protected under the law. People of color and members of the LGBTQI community are strongly encouraged to apply.

If you are interested in this position, please email a resume and cover letter in Word or PDF format to ruth.adams@cocoonhouse.org.

Please indicate your shift preference in the Subject Line: day shift (8am – 4pm), swing shift (4pm – 12 am) or overnight shift (12am – 8am), and if you're looking for Full Time or Part Time employment.

No phone calls accepted. Only those candidates being considered will be contacted.