

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 have four locations throughout Snohomish County that serve homeless and at-risk youth and we are looking for two Overnight staff members to join our team 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 Overnight staff who believes the same. It's more than a job, it's a calling.

Here is more information about the position:

Job title: Awake Overnight staff F/T positions available, 30 – 40 hrs/wk, positions available (full benefits after 60 days) \$15.00/hr

Location: Everett and Arlington

Reports to: Site Supervisor

Job purpose: The purpose of Overnight staff is to provide a safe and supportive environment for youth in care. Ensure residents are following a schedule of activities, such as sleeping, waking, and meals. Provide information, referrals and support to community on phone. Track and record information on appropriate forms and logs. Provide office clerical support and data entry as assigned. Follow policy and procedures of agency and specific site. Household cleaning to include office, common area, kitchen, youth rooms, laundry and bathrooms.

- Duties and responsibilities

Supervision of youth in care. Interact with teens in care and ensure teens are following policy and guidelines/rules of program. Assure teens are following their schedules.

- Respond to community calls, providing youth and families with information, referrals and directions. Refer community to the shelter for day or overnight services.
- Perform bed checks according to policies and procedures.
- Monitor doors and windows routinely during shift to assure security.
- Keep facility clean. Complete daily cleaning and sanitizing tasks. Assure youth rooms are clean.
- Logs with updated information.
- Data compilation and entry, and clerical duties as assigned.
- Dispense medication according to policy and procedures. Perform medication counts nightly. Keep medication cabinet in compliance with licensing.
- Respond to emergency situations.
- Follow mandated reporter requirements by documenting incidents and calling CPS within 2 hours.
- Remain awake at all times.
- Qualifications include:
 - Experience with at risk youth or enrolled in a human services program Ability to diffuse escalated youth.
 - Must pass background check.
 - 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 assess dangerous situations and access emergency services.
- Ability to relate with youth and staff.
- Ability to maintain boundaries with youth.
- Ability to assess and prioritize youths needs developmentally.
- Be able to assess emergency situations and get proper support.
- Acceptance of a variety of lifestyles, behaviors, and cultural and spiritual practices.
- Commitment to Agency's mission and positive youth development model.
- Current WA State Driver's License.

Working conditions:

Exposure to offensive language and possible aggressive behavior from clients.

Physical requirements:

1. Ability to perform moderate physical work, exerting up to 50 pounds of force occasionally and 10 to 20 pounds frequently.
2. Ability to stand, walk, reach, climb, stoop, kneel, crouch or crawl adequately to observe and participate in activities.
3. Ability to taste, smell, see and hear adequately to observe physical and behavioral conditions.
4. Ability to speak and hear sufficiently
5. 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 LGBTQ community are strongly encouraged to apply.

If you are interested in this position, please email a resume and cover letter to ruth.adams@cocoonhouse.org. No phone calls accepted. Only those candidates being considered will be contacted.