

## **Join our team! You could play an important role at Cocoon House.**

We empower young people, families, and communities to break the cycle of homelessness through outreach, housing and prevention. Through our programs, we serve hundreds of youth and their families throughout Snohomish County. To learn more, please visit our website at <http://www.cocoonhouse.org>

We're looking for a **Residential Youth Counselor Rover and After-hours Scheduler** –

**Job purpose:** To provide a safe and supportive environment for teens in care, promoting positive interaction, providing life skills, social skills and enrichment activities. Provide information, referrals and support to community on phone. This position will be responsible for after-hours coverage and scheduling changes across two Transitional Living locations and the two Emergency Shelters.

**Hours:** Full-time, 40 hours per week

**Pay:** \$16.00 per hour

**Benefits:** Full benefits after 60 days

### **Duties and responsibilities:**

- Provide every other week on-call after-hours shift scheduling and coverage, as needed. During After-Hours On-Call weeks, there will be 20 hours of pre-scheduled coverage plus any last minute shifts that aren't able to be covered by on-call staff. On the opposite weeks, there will be 40 hours of prescheduled coverage.
- In partnership with case managers, support youth case plans and interact with youth according to their plans.
- Intake and exit youth while you are on shift. Complete required data. Orient new youth to program.
- Communicate directly with other providers to assure youth are following through with their commitments.
- Communicate with other staff regarding assigned youth's case plan. Maintain appropriate logs and forms with updated information.
- Supervision of youth in care. Ensure safety. Provide feedback to youth and other staff regarding behavior.
- Oversee youth's health by arranging appropriate appointments, filling prescriptions, and dispensing medication.
- Assist youth with household tasks. Demonstrate tasks as learning tool.
- Provide youth with appropriate information and directions for off-site services.
- Follow licensing policies and procedures. Assure cleanliness of facility.
- Follow mandated reporter requirements by documenting incidents and calling CPS within 2 hours.
- Respond to community calls and drop-ins, providing information, referrals and directions.
- Attend case management meetings, all staff meetings and trainings as required.
- Role model positive guidance techniques for parenting teens.

**Required Meetings:**

Weekly case plan staffing (as needed/scheduled)

Monthly all-staff

Weekly supervision

On-Call/Rover Team meetings

**Qualifications:**

- Bachelor's Degree in Human Services PREFERRED or 3+ years of experience with at risk youth
- Ability to be on-call for last minute shift changes every other week.
- 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 assess dangerous situations and access emergency services.
- Ability to relate with youth and staff as well as to maintain boundaries.
- Ability to assess and prioritize youths needs developmentally.
- Be able to assess emergencies 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.
- Knowledge of infant/child development and positive parenting techniques.

**Within 30 days:**

- Must be cleared by DSHS background check and be over 21 years of age.
- Must have food handler's permit, TB test, HIV certifications, CPR and First Aid training.

**Working conditions:**

- **Schedule:** For half of this position, there will **not** be a regularly scheduled shift. The hours and days for this position will change on a bi-weekly basis. Shifts will be a combination of days, swings, overnights and weekends. There will be a minimum of a 10-hour window between any shifts. Must be willing to work at all housing locations in Everett, Monroe, and Arlington.

**Physical requirements:**

- Must have the ability to run up and down indoor and outdoor stairwells in case of youth emergency.
- Communicate effectively with youth, staff, other programs, vendors and the public, both orally and in writing.
- 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.
- Lifting: occasional lifting of papers, files, equipment and material weighing up to 25 pounds
- Visual Requirements: close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently

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, in Word or PDF format to [chris.eck@cocoonhouse.org](mailto:chris.eck@cocoonhouse.org). No phone calls accepted. Only those candidates being considered will be contacted.