



Lost-N-Found Youth Job Description

Job title: Program Associate	
Work Location: Park Ave	
Division/Department: Programs	
Reports to: Director of Programs	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
Essential Duties and Responsibilities: <u>General Job Duties</u> <ul style="list-style-type: none"> • Supervise the activities of 15-25 youth at any given time, maintaining knowledge of the whereabouts of all youth, the physical security, and contraband of all youth. • Provide a safe, secure environment through the use of motivational techniques, individual rapport, “positive discipline” techniques, and the use of crisis intervention and de-escalation techniques as needed • Attend weekly staff meetings • Attend to each youth’s general needs (general needs ie: oversee shower and toiletry needs), problem solving, providing interventions to ensure that youth are helping each other and are recognized for their efforts • Ensure that planning, doing, and evaluating are part of the daily routing for each youth, and that activities or opportunities for individual recognition are created and utilized • Document daily shift occurrences and incidents that are directly reported to Case Management at the end of each shift • Assists with the daily activities of disadvantaged youth, who are at high risk for substance abuse, status offences and/or delinquency • Ensures the safety and well-being of youth center clientele • Facilitates the preparation, cooking, and serving of youth center meals • Maintain food, hygiene kit, and other youth service supplies inventories and storage spaces • Facilitates and carries out the weekly washing/folding of youth center towels for shower area • Perform other duties as assigned by Case Managers or Director of Programs 	
Education and/or Work Experience Requirements: <ul style="list-style-type: none"> • Two years of college coursework in social or human services field preferred. High school diploma or equivalent required • Minimum 1 year work experience working with youth, social work, homeless services or related field preferred • Demonstrated efficiency with commonly used software programs (Windows, IOS, MS Office, Internet Explorer, Google Suites etc.) • Oral and written communication skills • Committed to social justice, harm reduction and youth empowerment frameworks • Ability to deescalate potential violence • Ability to work with Lesbian, Gay, Bisexual, Transgender and other diverse clients, staff and volunteers • Drivers license or the ability to secure a license within 3 months of employment preferred • Must be able to lift 30 pounds from floor level to shoulder height. Extensive walking and standing required 	
<i>Lost-n-Found Youth provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color religion, sex, sexual orientation, gender, gender identity/expression, national origin, age, disability, or genetics. In addition to federal law requirements Lost-n-Found Youth complies with applicable state and local laws governing nondiscrimination in employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.</i>	

Please indicate that you have received the above listed description of your current job and agree to all of the terms, conditions and duties herein:

By: _____

Name: _____