

On Call Residential Councilor

Job Description

Pay: 16.00/hr.

This is an on call position during the school year which moves to a full time position during the summers hiring ASAP.

Shift: We are hiring 1 part time, on call position/ full time summer hours

Additional Requirement: This position requires flexibility to work back-up shifts as needed, on any day or night of the week, not to exceed 40 hours/week unless overtime is approved. Please do not apply if your schedule does not allow this flexibility.

You must pass a DHS/Criminal History background check, have your drivers license and have a good driving record for the last 3 years.

Basic Responsibilities

- Provide supervision and safety for shelter residents at all times. This is a top priority.
- Respond appropriately and effectively to unexpected situations or crisis.
- Plan and prepare nutritious meals, being resourceful with available supplies.
- Effectively motivate and assist youth in the completion of daily housekeeping activities.
- Maintain order and respect for authority, responding appropriately to the youths' needs.
- Inspect living areas following youths' completion of chores and after a youth's exit from the shelter to ensure standards of cleanliness for shelter and residents are maintained.
- Accurately record youth's disclosures of abuse/neglect and fax referral to authorities.
- Provide positive influences and exhibit a high standard of morals and ethics to all clients.
- Work and communicate effectively with other community agencies and service providers.
- Assist with other activities as requested.
- Including any duties if assigned

Additional Responsibilities

- Provide appropriate crisis intervention services to youth and families.
- Provide appropriate phone services.

- Accurately complete youth intakes, house logs, and other paperwork.

Qualifications

- Must be able to pass a DHS involvement and criminal background check
- To have a High School Diploma or GED
- 21-year minimum age (required by insurance co. to transport youth).
- Must have valid Oregon driver's license and good driving record.
- To have a current first aid card and CPR certification (can get after hired)
- Must be able to exercise confidentiality and discretion in all areas.
- Prior experience and skills with at-risk youth preferred.
- Must be able to motivate youth, set appropriate limits, instill accountability, earn respect and still offer youth positive influence, encouragement, hope, compassion and respect.
- Must have initiative, compassion, moral integrity, and reliability.
- Must represent IYS appropriately to the public in word, dress, and action.
- Must be physically able to complete all job duties.

Physical Requirements

Light to medium duty housekeeping, lifting & loading light to heavy food boxes, standing/cooking, climb a second-story staircase.

Required education:

High school or equivalent

Preferred experience:

Prefer experience with youth in a residential/ or school setting: 1 year