



Job Title: Aftercare Case Manager/Youth Care Worker (Full Time)

Program: CAPTAIN CHS Street Outreach Program and Runaway and Homeless Youth Shelter

Reports to: Street Outreach Manager/RHY Shelter Administrator

Salary: \$13-\$15/hour

Primary schedule:

Sundays 8am-4pm (Shelter), Mondays 10am-6pm (Outreach), Tuesdays 10am-6pm (Outreach), Wednesdays 4pm-12am (Shelter), Thursdays 10am-6pm (Outreach), Fridays Off, Saturdays Off

First Saturday of the month schedule:

Sunday 8am-4pm (Shelter), Monday Off, Tuesday 10am-6pm (Outreach), Wednesday 4pm-12am (Shelter), Thursday 10am-6pm (Outreach), Friday Off, Saturday 8am-4pm (Outreach)

Job Summary:

Serve as an outreach worker within the Street Outreach Project three shifts a week. Role is to identify and connect with homeless youth to services and support within the community. Two shifts a week you will serve as a youth care worker at the Runaway and Homeless Youth Shelter. Within the outreach role, there will also be responsibilities of an after care Case Manager for the shelter.

Duties and Responsibilities:

Street Outreach Shift Responsibilities

- Drive a 12 passenger agency van throughout Saratoga County, as well as surrounding counties.
- Work to identify and connect with homeless or at risk youth on the street.
- Offer youth referrals to agencies in and around the Counties we serve.
- Offer youth food, hygiene products and clothing as available.
- Assist with CAPTAIN activities throughout our many programs.
- Provide Street Outreach Project services under direction of Street Outreach Project Manager.

- Transport youth when necessary (job, appointment, weekend activity)
- Build rapport with youth and find opportunities to interact with them in an effort to build trust
- Interact in all activities that are suitable to building relationships with youth.
- Provide appropriate interventions in order to quell any crisis while at Outreach Centers
- Complete and document a minimum of 20 hours of job-related training per year.
- Serve as a liaison for CAPTAIN Shelter services
- Responsible for extra cleaning and maintenance of the facilities in which we operate including vehicles and outreach centers.
- Perform additional tasks as directed by supervisor

Shelter Shift Responsibilities

Day Shifts (8am-4pm)

- Supervise and interact with residents at all times throughout their daily routines
- Assign breakfast and lunch chores and supervise chore completion for each resident
- Assist in the preparation of breakfast and lunch and snacks
- Assist in the facilitation of the daily schedule for each resident
- Transport residents when necessary (job, appointment, weekend activity)
- Responsible for extra cleaning and maintenance of the Shelter
- Communicate with on-call Supervisor when necessary
- Provide appropriate interventions in order to quell any crisis
- Perform assigned tasks as directed by supervisor

Evenings (4pm-12am)

Supervise and interact with residents at all times throughout their daily routines

- Follow up on and assign dinner chores and supervise chore completion
- Assist in preparation of dinner and snacks
- Assist in the facilitation of the daily schedule for each resident

Skills Required: (specific minimum competencies required for job performance)

- Ability to work flexible hours/schedule
- Ability to lift up to 30 pounds and complete light house work
- Ability to maintain youth confidentiality
- Effective crisis intervention skills
- Effective verbal and written communication skills
- Must be able to walk for long periods of time

Required Qualifications: (Education and past employment experience)

- College courses in human services or related fields required

- High School Diploma/GED
- Valid and clean NYS driver's license
- Experience with at-risk population preferred
- Background check upon hire

Employer Disclaimer:

- Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their direct supervisor.
- This job description does not create an employment contract, implied or other than an “at will” employment relationship.

**** Please send cover letter and resume to Keegan@captaincares.org**