



Job Title: Street Outreach and Youth Shelter Worker (**Full Time**)

Program: Street Outreach Program and Runaway and Homeless Youth Shelter

Reports to: Street Outreach Program Manager/RHY Shelter Administrator

Salary: \$13-\$14/hour

Primary schedule:

Mondays 10am-6pm (Street Outreach), **Tuesdays** 10am-6pm (Street Outreach), **Wednesdays** 10am-6pm (Street Outreach), **Saturdays** 8am-4pm (Youth Shelter), **Sundays** 8am-4pm, (Youth Shelter).

First Saturday of the month schedule:

Monday 10am-6pm (Street Outreach), **Tuesday** 10am-6pm (Street Outreach), **Wednesday** 4pm-12am (Youth Shelter), **Saturday** 8am-4pm (Street Outreach), **Sunday** 8am-4pm (Youth Shelter).

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 will be served as a youth care worker at the Runaway and Homeless Youth 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.