



**Position:** Youth Services Shift Worker  
**Status:** Non-exempt, Part-Time  
**Reports to:** Youth Services Program Manager  
**Hours:** Varies: 8 hour shifts to cover after office hours and weekends

### **At-Will Employment**

You are free to terminate your employment with the Women's Center – Youth & Family Services at any time, with or without a reason, and the Women's Center-YFS has the right to terminate your employment or the employment of others at any time, with or without a reason. Although the Women's Center-YFS may choose to terminate employment for cause, cause is not required. This is called "at-will" employment.

Most employees at the Women's Center-YFS are funded by a variety of grants, governmental programs and endowment sources. Continued employment is contingent upon continued receipt of those funds.

**Description:** Provide guidance, training and mentoring to youth in day-to-day living skills that include meal preparation, laundry training, housekeeping skills and child care needs. Supervise youth at the residence, either Safe House or Opportunity House. Active participation and assigned community events and meetings as required. Maintain a professional attitude with youth and co-workers, follow and enforce agency rules. Be an active and positive member of the case management team.

### **Job Qualifications:**

- Must support the Women's Center-YFS's mission and philosophy; be dedicated to eliminating sexual assault and domestic violence and committed to the Center's Guiding Principles. These principles are based on the fundamental values of both feminism and the social work profession, including the worth, dignity, and uniqueness of all persons as well as their rights and opportunities. The nature of the work of the Women's Center-YFS fosters conditions that promote these values.
- A.A. or Human Services Certificate preferred or equivalent work experience with youth ages 12 to 20.
- Bilingual Spanish preferred, but not required.
- Knowledge of household skills
- Computer skills required.
- Must demonstrate ability and willingness to work with youth, community agencies, the youth services team and clinical staff.

- Skilled in organizing projects and workload.
- Must be punctual and dependable.
- Able to enforce and follow agency rules.
- Ability to deal with multiple, competing demands.
- Ability to communicate ideas clearly and persuasively.
- Ability to work effectively with individuals from diverse backgrounds and cultures.
- Ability to work independently.
- Ability to maintain professional boundaries with clients.
- Experience in working with children, adolescents and families/adults.
- Sensitivity to issues concerning survivors of sexual assault and domestic violence, i.e., self-esteem, assertiveness, empowerment, violence prevention and victims' rights.
- Must be able attend meetings.
- Must have ability to think globally, solve problems and have good decision-making skills, including critical thinking skills.
- Awareness of and sensitivity to the cultures represented in San Joaquin County.
- Good inter-personal skills, ability to relate well with persons from a variety socioeconomic and cultural groups.
- Ability to lift supplies up to 25 lbs. to waist height.
- Must be able to ascend and descend up to three flights of stairs throughout the course of a normal workday.
- Fingerprint clearance required.
- Reliable transportation, valid California Driver's License and proof of insurance.
- Carry out other duties as assigned by the Director.

**Essential Functions:**

- Work closely with and is part of the Opportunity House and/or Safe House team.
- Work closely with and maintain ongoing dialogue with the Youth Services Program Manager and management team for shelter, staff and client needs.
- Supervise youth enrolled in the program.
- Guide, train and mentor youth in day-to-day living skills including:
  - Meal planning and preparation
  - Laundry
  - House cleaning
  - Management of personal funds
  - Youth's time management
- Encourage youth's involvement in peer volunteer programs.
- Notify Youth Services Program Manager or Case Manager of maintenance, inventory or youth needs residences (supplies, repairs).
- Mandatory attendance at monthly staff training.
- As assigned, attend and participate in trainings and meetings.
- Be professional with youth and co-workers.
- Intake and assess youth for eligibility into the Safe House shelter.
- Enforce and follow program rules.
- Active and enthusiastic participant support in all agency services and programs.

- Responsible for encouraging positive environment in all departments.
- Paperwork and documentation completed in a timely manner as required.
- Must be reliable and consistent with attendance and punctuality to work.
- Represent the Women’s Center-YFS in a professional manner.
- Understand and follow all policies and procedures of the Women’s Center-YFS.
- Must have an attitude of friendliness and be able to communicate with all levels within the Women’s Center-YFS.
- Maintain good working relationships with all Women’s Center-YFS Staff and Volunteers.
- Carry out other duties as assigned by the Director.

The Women’s Center-Youth and Family Services hires and promotes employees regardless of race, color, religion, ancestry, national origin or ancestry, age, gender, sexual orientation, marital status, medical condition or physical handicap or any other characteristic protected by applicable federal, state or local law. The Women’s Center-YFS is an equal opportunity employer. The Women’s Center-YFS strives to be culturally competent, responding respectfully and effectively to people of all cultures, classes, races, ethnic backgrounds and religions in a manner that recognizes, affirms and values the cultural differences and similarities and the worth of individuals, families, and communities and protects and preserves the dignity of each person.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_