



Daybreak Star Indian Cultural Center
 Post Office Box 99100, Seattle, WA 98139
 Phone: (206) 285-4425 Fax: (206) 282-3640

JOB ANNOUNCEMENT

JOB TITLE:	Employment Specialist (Temporary)		
PROGRAM:	Labateyah Youth Home	FLSA STATUS:	FT through 12/31/2021
LOCATION:	9010 13 th Ave N.W.	WORK SCHEDULE:	M-F
REPORTS TO:	Housing Administrator, with Program Director Support	PAY RANGE:	\$22.50-23.50/hr

JOB SUMMARY:

The Youth Advocate Employment Specialist works directly with clients ages 18 to 24, in a mentorship role, assisting youth in fulfilling their goals to become independent and obtain permanent housing. This position reports directly to the Housing Administrator and provides individualized, strengths-based services to clients; acts as a community liaison between the program, clients and employers/providers; and facilitates job skills development via workshops and training.

DUTIES AND RESPONSIBILITIES:

Individual Case Work

- Use a strength-based assessment tools for career exploration and development with individual participants.
- Meet with participants weekly, focusing on employment development, retention, and growth.
- Monitor and document participant employment and self-sufficiency plans.
- Maintain accurate and timely data collection.

Community Liaison

- Develop and maintain a platform/data base/ or other to exhibit relevant employment opportunities for participants.
- Build a network of local employers to collaborate with as a potential employment opportunity; include developing a career assessment and training opportunities that match these positions.

Job Skills Development

- Create and deploy job search skills development for individual participants and/or workshops; resume building, career matching, interviewing, and general job preparedness.
- Career path building using SMART goals to facilitate professional development including education, training, professional communication (wage capitalization, advancement, rights & responsibilities).

General

- Attend all staff meetings, shift exchanges, case coordination and provide input as needed.
- Participate in a culture that adhere to the LYH policies and procedures by staff, visitors, and participants.
- Maintain the health and safety of the participants, staff, visitors, the building and grounds of LYH.
- Advocate for and provide direct services to participants of the Bridge Housing Program.
- Utilize crises intervention and referral resources as needed.
- Train LYH staff on employment development and resources related to employment and career growth (i.e. WA ID, CDL, GED, Work Shoes, etc.).
- Other duties as assigned.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION:

- BA in Human Services field with 1 year of relevant experience; or AA in Human Services field and two years professional experience in Social Services field preferred. A combination of training and experience may, in some cases, substitute for preferred education requirements.

EXPERIENCE:

- Two Years proven ability to provide high quality job support services, preferred.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrate decision making skills and crisis intervention skills.
- Ability to work with diverse populations, specifically the urban Native population, including knowledge of Native American history, an understanding of the diversity of local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience. Possess knowledge of and cultural sensitivity to the needs of Native American/Alaskan Native Youth.
- Knowledge of employment and training services.
- Excellent oral and written communication skills required.
- Demonstrated computer skills including knowledge of database, word processing and e-mail programs.
- Applicant must pass a background investigation, including relevant criminal history.
- Must have transportation, a valid WA driver's license, ability to travel to multiple sites.
- Ability to work independently and as part of a team.
- Willingness to work flexible hours, and with changing responsibilities
- Must be confident, quick thinking and enjoy challenges.
- Reliable, trustworthy and team oriented.
- Must have strong personal boundaries and high ethics.
- Must be a healthy role model and mentor, as well as substance abuse free.
- Relevant knowledge and youth advocacy experience with regard to employment, education, life skills, and financial management.

PHYSICAL REQUIREMENTS

Due to licensing/insurance requirements of accreditation standards, some positions may require additional information to determine ability to satisfactorily perform the job tasks. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to stand, walk, sit use hand to finger, reach with hands and arms, and operate a vehicle. Majority of work involves computer usage and sitting for long periods of time. Work is primarily done in an office environment and community locations but travel to agency office sites and meetings is required.

SPECIAL REQUIREMENTS:

Due to licensing/insurance requirements or accreditation standards, some positions may require additional information to determine ability to satisfactorily perform the job tasks.

- Pass a basic criminal history background inquiry.
- Valid U.S. driver's license.
- Complete required training and certifications for job including CPR/First Aid, HIPAA, Motivational Interviewing, Harm Reduction, Positive Youth Development, Trauma Informed Care within 90 days of employment.
- Negative results from a TB Test.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to stand, walk, sit, use hand to finger, reach with hands and arms, and operate a vehicle. Majority of work involves computer usage, sitting for long periods of time and computer usage. Work is primarily done in an office environment and community locations but travel to agency office sites and meetings is required.