Job Title: Youth Counselor - Shelter

Job Description: This position provides services to youth staying in the Briarpatch Youth Shelter. Services may also be provided to family members and youth not staying in the shelter.

Qualifications: Requires a Bachelor’s Degree in human services or a related field from an accredited college or university; or, the equivalent of two (2) years of full-time experience working in a human services or youth development setting.

Duties and Responsibilities:
1. Provides intake assessment, counseling, and case management services to youth and their families.
2. Oversees the daily living activities of youth staying in the shelter. This may include providing assistance and support for meal preparation, completion of daily chores, laundry and similar household responsibilities.
3. Establishes and maintains client files; documents client contacts and completes case related documentation in accordance with RHY Program and agency standards.
4. Provides assistance and support to Runaway Homeless Youth (RHY) Program volunteers.
5. Maintains a working knowledge of RHY Program and agency policies and procedures.
6. Participates in RHY Program on-call staff rotation.
7. Answers the RHY Program help-line as necessary.
8. Performs other reasonable and related duties as assigned.


Work Hours: Full-time: Monday – Friday 3:00-11:00pm; also overnight 11pm to 7am. Part-time: Saturdays, Sundays, Holidays, and vacation coverage for full-time staff. Part-time recruitment is for all shifts (7a-3p, 3-11p, and 11p-7a).

To Apply: NO CALLS PLEASE. Submit a resume with a cover letter by 4:30pm on Monday, August 10, 2015 to:

Briarpatch Youth Services
ATTN: Jeanne Schneider, Program Coordinator
2720 Rimrock Road
Madison, WI 53713
or
Jeanne.schneider@briarpatch.org

Briarpatch Youth Services is an Affirmative Action/Equal Opportunity employer.