



# JOB OPENING

**JOB TITLE:** Arcadia Drop-in Shelter Coordinator  
**DEPARTMENT:** Homeless Services  
**SUPERVISOR:** Community Programs Manager  
**STATUS:** Full-time  
**SALARY SCALE:** \$15.50 Hourly DOQ/DOE                      **FTE:** 0.60

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**OUR MISSION:** Restoring hope, building futures, and strengthening our communities through programs with youth, young adults and families.

**JOB SUMMARY:** The Arcadia Drop-in Center provides referral information, crisis intervention, behavior management and mentoring to youth in the community who might not otherwise access services. The Arcadia Drop-in/Shelter Coordinator overlaps both programs, working late evening/night shift Monday-Friday. This position ensures a safe environment for program participants and is responsible for maintaining accurate data collection and reporting. The Coordinator spends significant time in a drop-in facility tracking and responding to client needs while maintaining healthy boundaries and consistency. With the assistance of the Community Programs Manager, this position will identify and establish a regular presence and support various programmatic functions within the Arcadia Drop-in Center. This position will be responsible for a range of duties from janitorial support to youth mentorship. The position will also support the Community Programs Manager with research and planning for drop-in programs, scheduling, and support of staff and volunteers.

Nexus Youth and Families operates from a harm reduction philosophy and strives to be a supportive, welcoming, non-judgmental environment for all young people served, regardless of the current challenges they may be facing.

## **ESSENTIAL RESPONSIBILITIES, DUTIES AND TASKS:**

1. Provide direct service to youth with a focus on under-served and hard-to-serve populations.
  - a. Ensure clients' daily needs for food, clothing, hygiene, etc. are met
  - b. Help clients advocate for their needs, including assistance locating resources and navigating systems.
2. Build and maintain consistent, healthy boundaries with program participants.
3. Utilize a strengths-based approach working with youth in day-to-day provision of services to hard-to-reach or hard-to-engage populations.
4. Maintain safety and supervision of all youth in the drop-in and shelter program at all times.
5. Maintain documentation of youth and activities. Communicate regularly with Program Manager about day-to-day operations, program development and implementation, and areas of concern as they arise.
6. Ensure accurate data collection and reporting in Clarity HMIS, Oliver, and other platforms.
7. Maintain cleanliness of Nexus facilities and surrounding property on a daily basis.
8. Complete incident reports as necessary

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

## **EDUCATION and EXPERIENCE:**

Requires one of the following:

- (a) Two years' experience working with at-risk youth. Experience with and understanding of street culture required OR;
- (b) Associate's degree in related field along with some knowledge or experience working with youth, preferably with the homeless population **OR**;
- (b) Any combination of education, experience and measurable performance, which demonstrates the capability to perform the duties of this position.

## **MINIMUM QUALIFICATIONS:**

- Experience with and understanding of working from a harm-reduction model.
- Demonstrated ability to appropriately intervene and lead in crisis situations (crisis intervention skills).
- Ability to communicate clearly and effectively both verbally and in writing.
- Outstanding time management and organizational skills.
- Ability to be flexible and committed to varying program needs involving both scheduling and general duties.
- Proficiency with Microsoft Office Suite.
- Willingness and ability to work with people from a variety of racial, cultural, educational and economic backgrounds with various lifestyles, sexual orientations, and of all ages;
- Ability to maintain confidentiality.

## **PHYSICAL DEMANDS/WORKING CONDITIONS:**

- Medium/maximum safety hazards due to work in an uncontrolled street/community environment.
- Potential violence and/or maltreatment from clients.
- Required evening, weekend and holiday shifts.
- Regular transportation of youth to services.
- Requires working with youth in the community.

**HOURS & COMPENSATION:** This is a full-time position. The starting hourly rate of pay is \$15.50.

**TO APPLY:** Applicants should submit a resume with a cover letter to [DelethaWr@nexus4kids.org](mailto:DelethaWr@nexus4kids.org).

Applicants may submit resumes by mail to: **Nexus Youth and Families, Attn: Human Resources Department, 1000 Auburn Way South, Auburn, WA 98002.**

**CLOSING DATE:** March 6, 2017

**Nexus Youth and Families is committed to equal employment opportunity in all employment practices for all individuals without regard to race, religion, color, national origin, sex, age, handicap, marital status, or veteran status.**