

# AMERICORPS POSITION DESCRIPTION

## Community Youth Services

Rosie's Place

520 Pear St

Olympia, WA 98501

(360) 943-0780

[www.communityyouthservices.org](http://www.communityyouthservices.org)

Contact Person/Site Supervisor:

Keylee Marineau

(360) 918-7828

[kmarineau@communityyouthservices.org](mailto:kmarineau@communityyouthservices.org)

Serves Vulnerable Population: Yes

Criminal History Check Required: Yes

Driver's License Required: No

Vehicle Required: No

Auto Insurance Required: No

On bus route: Yes

Minutes from downtown Olympia: 0

**TITLE:** Rosie's Place Youth Advocate

**HOURS OF SERVICE:** 8:00am to 5:00pm, M,T,W &F and TH – 11:30am – 8:30pm, 5:30-7:30pm twice monthly for Outreach Shifts

**POSITION DESCRIPTION:** The AmeriCorps member will assist young people in meeting their needs for safety, food, clothing, shelter, emotional and intellectual growth, and individualism. Services include, but are not limited to, providing support to Rosie's Place and Street Outreach case managers; providing advocacy and referrals for youth ages 12-24; leading workshops; assisting with program milieu and safety, participating in two down town Olympia Outreach shifts per month; volunteer recruitment

**SITE DESCRIPTION:** Community Youth Services is a non-profit organization that serves youth ages 12-24 through a continuum of care. Our mission is to empower youth at-risk and their families to meet their goals for safety, stability, belonging and success by providing a continuum of individualized services and advocacy. Program staff support each other and work collaboratively to make sure youth's basic needs are met and goals receive attention and support. The office is located in downtown Olympia.

## MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Provide support to homeless and at-risk youth ages 12-24.
- Inform participants of program services and behavioral expectations and maintain room milieu.
- Engage youth to invest in making Rosie's Place a safe and healthy environment for all participants.
- Serve meals, maintain cleanliness of the space, and take initiative in room projects modeling positive social skills.
- Assist participants in accessing services that we provide directly and through referral: healthcare, mental health, chemical dependency, education, shelter, counseling, food, clothing, transportation, and emergency services.
- Participate in regular end of shift debriefing.
- Participate in team meetings as appropriate.
- Submit daily tallies, case notes and other documentation in a timely, thorough and accurate manner.
- Follow agency's policies and procedures, RCWs, WACs, external regulations, and Code of Ethics.
- Participate in creating and maintaining a workplace and milieu that values diversity and is free of racism, sexism, homophobia, transphobia, sizism, abilism, ageism, classism, and other discriminatory practices.
- Participate in Street Outreach downtown shifts, supporting the Street Outreach team
- Volunteer recruitment for Rosie's Place, Street Outreach and Young Adult Shelter
- Demonstrate teamwork and open communication.

## REQUIRED QUALIFICATIONS:

- Good communication, organization and interpersonal skills.
- Ability to work in a multi-disciplinary team setting within the agency.
- Commitment to maintaining a positive work environment that values diversity and does not tolerate discriminatory practices.
- Ability to work with diverse staff, participants, and community.
- Creativity, consistency, flexibility, sense of humor, and attention to self-care.

All positions will abide by AmeriCorps Prohibited Activities as referred to in the Member/Site Contract.