



MENDOCINO COUNTY YOUTH PROJECT
776 S. State Street, Suite 107, Ukiah, CA 95482
707-463-4915 (phone) 707-463-4917 (fax)
www.mcyp.org



Youth Worker

LOCATION: Willits/Laytonville

REPORTS TO: Prevention and Early Intervention Program Manager

THE PROGRAM: Prevention and Early Intervention (PEI)/Youth Action Program (YAP) provides a wide range of services to youth through federal grants, school contracts, MCHSA prevention funding, Juvenile Probation, and community organizations. PEI services directly address identified needs of youth, families, schools and the community. In addition to providing services to youth and their families, PEI/YAP promotes community resources, and partners with community members in developing programs and activities to provide meaningful participation for youth in schools and in the community.

THE POSITION: The Youth Worker / Senior Youth Worker will perform para-professional functions, working primarily with youth ages 12-18 and their families. Job duties include offering individual crisis counseling, group counseling / facilitation, family mediation, prevention education including but not limited to mental health de-stigmatization, anti-bullying, alcohol and other drugs, communication skills, conflict / anger management, refusal skills, goal setting, sex education / pregnancy prevention, teen parenting skills, etc. The Youth Worker must be willing and proficient in working with referral sources in the community and must be adept at working with school staff and working with youth in a classroom setting. The Youth Worker will be required to assess and refer identified youth for mental health services. The Youth Worker may be required to attend school related meetings, parent / student activities, or community events that support continued work with youth and families. Knowledge of existing community resources and school systems is encouraged and preferred.

The Youth Worker is expected to fulfill a full range of duties, demonstrating an ability to work autonomously once trained. The Youth Worker will be required to attend and participate in clinical supervision, check in regularly with their supervisor, attend Youth Project staff meetings and trainings, and complete and turn in all paperwork / reports as directed. The Youth Worker must be willing to work hours that are conducive to providing services to youth in a school based setting and must be available some afternoons to provide after school activities. The Youth Worker must have reliable transportation and be willing to travel as necessary to fulfill the range of services this position provides. This position is 20 hours per week.

Other Job Functions: Organize work plan effectively, maintain client and program records and compliance with the Health Insurance Portability and Accountability Act (HIPAA), participate in PEI staff meetings to discuss progress of program activities, prepare reports as required, administer evaluation instruments as indicated, create forms necessary for project implementation, problem solve to ensure deadlines are met.

REQUIREMENTS:

Minimum: Any combination of related work history, volunteer or life experience working with youth. Relevant education, training(s), and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the position.

Preferred: Bachelor's Degree from an accredited college or university in Psychology, Social Work or related field, and one to two years of progressively responsible experience. Related history of work and volunteer history and / or training may be considered in lieu of Bachelors Degree. **Spanish speaking preferred.**

Knowledge, skills, abilities: Possess skills in counseling techniques (one to one and group) and classroom curriculum delivery / presentation. Must be computer literate, able to demonstrate proficient writing skills. Develop and implement youth driven special projects / activities. Knowledge of substance abuse dynamics, prevention education topics, positive youth development, self harm, and suicidality. Ability to relate to people of all cultural backgrounds and ages. Experience collaborating effectively with schools and public agencies is required.



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CONDITIONS OF EMPLOYMENT: Successful candidate must submit to post offer, reference and personal background check (includes fingerprinting and DMV check). Candidate must have own car, possess a valid California driver's license, provide a DMV print out, proof of current automobile liability insurance (\$100,000/\$300,000) and be willing to do some local travel (reimbursed mileage).

APPLICATION DEADLINE: Open until filled

SALARY: \$14.10 – 18.55/hr, 20 Hours per week

TO APPLY: Please submit ALL of the following documents to the Human Resources Manager, at the address above or email to rsmellus@mcyp.org Application forms may be obtained at our office, by mail, e-mail, or fax.

1. MCYP employment application
2. Cover letter indicating why you are applying for this position
3. Resume
4. Licenses or certificates (if applicable)

MCYP IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Applicants may obtain a copy of our EEO Policy on request.