



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 / SUPPORT COUNSELOR Shelter Services

**LOCATION:** Ukiah

**REPORTS TO:** MCYP Shelter Services Program Manager

**THE AGENCY:** The Mendocino County Youth Project's mission is to empower, guide, counsel and support children, youth, young adults and families from Mendocino County's many diverse communities to make healthy life choices, maximize potential, and become productive citizens.

The agency has been in existence since 1974, providing services throughout Mendocino County and parts of Sonoma County. Current services include individual, group, and family therapy, rehabilitation and case management services for children and youth with mental health diagnoses, substance abuse prevention and treatment, evidence based prevention education and intervention services in schools, crisis intervention, emergency respite for youth in crisis, transitional living for young adults, child abuse treatment, youth advocacy, information and referral services, prevention activities and peer helping programs.

**THE PROGRAM:** MCYP operates a short-term housing program (Levine House) for young adults, ages 18-21 aging out of foster care and homeless youth, who are in need of temporary housing, support services and care management. Young adults are provided shelter in a townhouse in Ukiah for up to 6 months. The program uses the Positive Youth Development approach to work towards obtaining a high level of involvement from the residents served in making a successful transition to more permanent housing. Residents are provided with supportive services including: transitional living planning assistance, life skills education, assistance in preparing for and obtaining employment, group and individual counseling, education and counseling designed towards prevention and treatment of substance abuse and referral to other resources in support of strengthening healthy life choices and life skills.

**THE POSITION:** Currently we are looking to fill multiple positions, day shifts and evening/night shifts available. There will be flexibility in the number of hours worked. Work days may include weekends.

The Youth Worker/Support Counselor will perform para-professional functions; working primarily with youth ages 18-21. The Youth Worker works under the direction of the Program Manager.

The Youth Worker/Support Counselor may provide mental health rehabilitation, case management, crisis de-escalation and will assist clients in improving, maintaining or restoring their functional skills such as daily living, social and leisure, grooming and personal hygiene, communication, conflict / anger management, and other needs as defined in the client's plan.

### **DUTIES AND RESPONSIBILITIES:**

- Facilitate living skills education with residents
- Facilitate cooperative living between residents
- Provide one on one case management, life coaching, rehabilitative services, referral services and follow up with residents
- Complete paper work as required and on time
- Provide transportation to residents in agency vehicle and/or own vehicle
- Receive regular program and clinical supervision as required
- Submit accurate monthly MCYP and Medi-Cal paperwork
- Attend clinical and programmatic trainings as required
- Participate in quality assurance process
- Assure safety and security of people and property
- Participate as a member of a treatment team, under the direction of the primary therapist and Clinical Director
- Other duties as assigned

### **GENERAL REQUIREMENTS**

- Knowledge of case management
- Able to work as a member of the treatment team
- Requires attention to detail and timeliness in note keeping
- Basic PC word processing and Internet skills
- Able to work with individuals and families from diverse family backgrounds

### **PREFERRED REQUIREMENTS:**



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- Familiarity with the Native American and Latino communities
- Experience working with the target population
- Knowledgeable about accessing services at public and private human service agencies
- Prior experience working in a Medi-Cal program
- Spanish-speaking
- Familiarity with substance abuse, domestic violence, foster care and child abuse issues

**CONDITIONS OF EMPLOYMENT:** This position requires the Support Counselor to be available to work nights including weekends in order to meet the individualized needs of each client. The successful candidate must submit to 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).

**SALARY:** Support Counselor \$15.49 to \$18.41 per hour

**BENEFITS:** Health insurance offered for employee and family (including domestic partners), as well as optional dental, and AFLAC insurance. 18 days paid vacation, 2 floaters, 12 days sick leave, CAL PERS retirement (no Social Security).

**POSITION CLOSES:** Open until filled

**TO APPLY:** Please submit ALL of the following documents to the Human Resources Manager at the address above or email to [rsmellus@mcyp.org](mailto:rsmellus@mcyp.org)

1. MCYP employment application
2. Cover letter indicating why you are applying for this position
3. Resume
4. Three *work related* references

**Application forms may be obtained at our office, by mail, e-mail, or fax**

**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.