



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 Services Worker Care Manager/Youth Worker

LOCATION: Varies

REPORTS TO: Youth Services Program Manager(s)

THE POSITION: Hiring Part Time and Full-Time non-exempt positions. The Youth Services Worker (YSW) will perform a variety of para-professional duties in our Youth Services Program's drop-in centers, transition age youth housing, schools and in the community. Duties include goal setting, case/care management, advocacy, crisis intervention, participation in MCYP sponsored prevention activities and facilitation of educational groups and classroom presentations. Education topics include, but are not limited to, mental health wellness, alcohol and other drugs, conflict/anger management, career and education planning, parenting and independent living skills. The YSW will be required to be familiar with existing community resources for the purpose of assessing and referring identified youth to appropriate services. YSW's will attend program and clinical supervision meetings, community partner coalitions and other meetings and activities as assigned. Job duties and assignments will vary. MCYP strives to assign duties to incorporate individual staff's strengths and skill sets when possible.

SKILLS AND ABILITIES:

- Ability to work autonomously with accountability
- Organize effectively; prioritize workload to ensure deadlines are met
- Proactive communication
- Effective collaboration
- Complete paperwork accurately/timely
- Maintain human services ethical standards, client and program compliance
- Comply to HIPAA regulations
- Skills in classroom curriculum delivery and presentation
- Computer skills and social media literacy
- Proficient writing skills
- Knowledge of prevention education topics
- Participate in trainings that support the scope of services provided
- Familiar with Positive Youth Development, Harm Reduction & Trauma Informed Care
- Ability to relate to people of all cultural backgrounds and ages

Minimum Requirements: Any combination of related work history, training, college classes, volunteer or life experience working with youth necessary to perform essential functions of the position.

Preferred Requirements: Possess a Bachelor's Degree in Psychology, Social Work or related field with one year related work experience, or an Associate's Degree with three year's related work experience. **Spanish speaking.**

THE PROGRAM: Through a variety of funding sources, the Youth Services Program provides a range of services using the Positive Youth Development model to reduce barriers and increase resiliency for youth ages 12 through 24. In addition, transitional housing services are offered for young adults ages 18-24.



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



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. 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 the community and schools, 24/7 crisis intervention, emergency short term shelter for youth in crisis, transitional living for young adults, child abuse treatment, youth advocacy, information and referral services, prevention activities and peer helping programs.

CONDITIONS OF EMPLOYMENT: Successful candidate must submit a minimum of 3 references, provide documentation of education, certificates, trainings, participate in a personal background check (live scan fingerprinting through Department of Justice and FBI) and DMV record 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 transportation (reimbursed mileage).

APPLICATION DEADLINE: Open until filled

SALARY: \$14.55 – \$23.29/hr. DOE

BENEFITS:

- Health insurance plan for self and dependents (employee required premium).
- Optional dental plan
- Optional AFLAC insurance
- CALPERS retirement (no social security)
- 12 paid holidays
- Paid vacation
- Sick leave

TO APPLY: Please submit ALL of the following documents to the Human Resources Manager, Randi Sanchez-Mellus, at the address above or email at rsmellus@mcyp.org. Application forms may be obtained at <http://mcyp.org/job-openings/>.

1. MCYP employment application, including three references
2. Cover letter indicating why you are applying for this position
3. Resume
4. Documentation of Degree, certificates and applicable training

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.