



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



**Residential Living Assistant  
Shelter Services**

**LOCATION:** Ukiah

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

**THE POSITION:** The Residential Living Assistant actively engages with all program participants, establishes positive rapport and professional boundaries in a residential setting for the purpose of maintaining a safe and supportive environment.

**DUTIES AND RESPONSIBILITIES:**

- Monitor youth on site to assure safety and wellbeing
- Promote cooperative living between residents
- Provide life skill coaching to program participants
- Facilitate groups/enrichment activities
- Perform housekeeping tasks
- Provide transportation to youth
- Assist youth with accessing community services
- Provide information and referral
- Other duties as assigned

**GENERAL REQUIREMENTS**

- Ability to work with people from diverse backgrounds
- Knowledge of conflict resolution
- Ability to work autonomously
- Ability to maintain confidentiality
- General Computer skills
- Ability to work as a member of a team

**PREFERRED REQUIREMENTS:**

- 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

**THE PROGRAM:** MCYP Shelter services consists of two housing programs for Transition Age Youth age 18-24 in which participants live cooperatively in a supportive living environment. The purpose of the programs is to provide a safe and supportive environment to youth while they work towards personal goals that will prepare them for independent living. Utilizing the Positive Youth Development approach, staff support youth in gaining the life skills necessary for successful independent living and transition to permanent housing. Residency within MCYP shelter homes includes individualized case management support offering transitional living plan assistance, life skills education, preparing for and obtaining employment, group and individual counseling, substance use treatment and referral for services, assistance with seeking medical services, and other supports as needed.

**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.

**CONDITIONS OF EMPLOYMENT:** 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).



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**SALARY:** Support Counselor (AKA Residential Living Assistant) \$15.74 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 CLOSURES:** 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.