
Employment Posting

Position: Overnight Youth Specialist
Direct Supervisor: Director of Residential Services
Status: Full-time, non-exempt, with benefits
Base Salary: \$17.00/hr; additional based on education, experience, and credentials

Application Instructions: Send cover letter and resume to joinus@ozonehouse.org. (no calls). Indicate "Overnight Youth Specialist" in the subject line.

Deadline: Resumes will be reviewed as received; position will be posted until filled.

Commitment to Anti-Oppression

Ozone House requires an atmosphere of cultural sensitivity and valuing diversity. Employees of Ozone House are expected to recognize and accept personal responsibility for increasing their own cultural awareness and to consider how their perceptions about culture affect their relationships with others. Ozone House is committed to Diversity, Equity, and Inclusion and fosters an anti-oppressive environment to support the recruitment and retention of employees.

Position Summary

This position is responsible for direct care, including the provision of supervision, crisis intervention and appropriate modeling, for at-risk youth in either of Ozone House's residential programs. Attendance at monthly staff meetings and participation in the on-call coverage rotation are additional expectations of the role.

Full-time Youth Specialists work five shifts (including at least one weekend (defined as Friday, Saturday or Sunday shift) and are expected to report to work regardless of census. Part-time Youth Specialists can work up to 29 hour per week. (Working more than 29 hours per week requires prior approval from a supervisor.) Shift assignments may vary depending on the needs of the agency.

Education Qualifications

- High school diploma required; some college preferred

Experience Qualifications

- Minimum 1-year experience working with high-risk adolescents
- Proven experience engaging with diverse identities, including intersecting identities of race, ethnicity, socioeconomic background and sexual orientation, gender identity, and gender expression.
- Ability to effectively manage crisis situations.
- Ability to set limits and maintain professional boundaries
- Work requires effective written and verbal communication and interpersonal skills; ability to produce quality work within tight timeframes and simultaneously manage several projects; ability to participate in and facilitate group meetings.
- Computer proficiency including word processing, spreadsheets and web navigation
- Knowledge of positive youth development preferred

- Commitment to best practices including Positive Youth Development, Harm-Reduction, Housing First and Trauma Informed approaches
- Possess strong work ethic and ability to take initiative. Demonstrate a high level of personal and professional integrity and trustworthiness.
- Successful completion of pre-employment and annual background check; valid MI driver's license, current insurance, and access to reliable transportation.

Job Responsibilities and Duties

Shift Coverage:

1. Complete scheduled shifts providing modeling, resource information, crisis intervention and/ or other assistance as appropriate.
2. Supervise residents and activities. Maintain a safe, healthy and inclusive programming space.
3. Monitor and enforce applicable program rules and policies. Ensure program integrity.
4. Utilize strengths-based and restorative approaches to promote positive youth development.
5. Facilitate individual life skills training, as opportunities arise, on topics such as health & hygiene, conflict resolution, nutrition, anger management, self-esteem, communication, personal boundaries, employment search & maintenance, budgeting and food preparation.
6. Facilitate group life skills workshops on topics above according to program schedule or as assigned by supervisor.
7. Assist youth to prepare healthy meals.
8. Complete and log hourly bed checks from midnight through 7am.
9. Read recent client logs, updates and other program documentation.
10. Maintain on-going documentation including logs, life skills notes, incident reports and other related documentation.
11. In the event of an emergency, contact the on-call staff.
12. Promptly inform Prevention Coordinators and Case Managers of important issues involving their client(s).
13. Assist with household cleaning and maintenance (emptying trash, recycling, dishes, laundry, organizing the office, etc.)
14. Provide advance notice to supervisor and find replacement if unable to work a scheduled shift.
15. Remain on duty until relieved by another staff at all times. While on shift, stay on Ozone House property unless prior approval from a supervisor has been given.
16. Abide by all Ozone House, Inc. policies and procedures.

Other Duties and Expectations:

- Attend regular supervisory meetings with the Director of Residential Services
- Attend monthly Residential Team meetings
- Attend regular trainings to enhance skills and meet licensing requirements (50 hours in the first year of employment and at least 25 hours/ year thereafter)
- On a rotating basis, provide 24-hour emergency staffing coverage for the residential programs.
- Perform other job duties as assigned.
- Be familiar with and use the NASW Code of Ethics, State of Michigan's Mental Health Code and Ozone House policies and procedures to guide practice and decision making.
- Serve as a member of the agency's Residential Team to support Diversity, Equity and Inclusion efforts, social justice strategies, as well as a safe and productive organizational culture.
- Interact effectively with peers and staff. Required duties are performed with an awareness of the impact upon agency structure as a whole.

- Participate in ongoing education and training as necessary to maintain and grow in skill areas necessary to perform job duties.
- Follows oral and written direction completing tasks as assigned by due dates.
- Maintains working knowledge of software applications used in performance of daily duties.
- Adhere to the Mission, Values and Vision of Ozone House incorporating equity, opportunity and inclusiveness for all stakeholders
- Attend agency committees and community meetings and provide agency leadership as assigned.
- Participate in monthly all-staff meetings.
- Attend regular supervision with Education, Outreach, and Welcoming Department Director.
- Perform additional duties as assigned.

Work Environment, Physical Demands, & Travel

This job operates in a professional office environment. This role routinely uses standard office equipment with prolonged periods of sitting at a desk and working on a computer. While performing the duties of this job, the employee is regularly required to talk or hear as they will have very high levels of interaction. May assist with lifting boxes, climbing stairs, bend or stand on a stool, as necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Classification, Type, & Expected Hours of Work

This is a full-time, 40 hours a week, non-exempt position; Friday thru Monday from 11pm–7am & Wednesday from 3-11pm. The days and hours of work are coordinated with the Director of Residential Services. This position may require long hours, holidays, weekend, or evening events as scheduled.

About Ozone House:

Ozone House is a community-based, nonprofit agency that helps young people lead safe, healthy, and productive lives through intensive intervention and prevention services. Since 1969, we have actively developed unique, high-quality housing and support programs and services that provide support, intervention, training, and assistance to runaway, homeless, and high-risk youth and their families.

As the second oldest youth shelter in the country, Ozone House combines a wealth of experience with industry leading best practices to serve young people and their families experiencing crisis. Each year, Ozone House has served over 3,500 young people throughout Washtenaw and surrounding counties in Southeast Michigan.

Benefits:

Ozone House offers a comprehensive benefits package that includes: BCBS health and vision options and dental insurance 90% employer paid for employee; retirement savings plan; basic life insurance, short and long-term disability coverage 100% employer paid; Health Savings Account; Dependent Care, Medical and Limited Purpose Flexible Spending Accounts and a generous paid time off plan.

Ozone House provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We strongly encourage individuals from marginalized groups to apply, including people of color, individuals who have experienced poverty or economic hardship, and people who identify as LGBTQ. Ozone House is committed to Diversity, Equity, and Inclusion and enforces an anti-oppressive environment to support the retention of employees from groups that have been underrepresented within the organization.
