DISTRICT XI HUMAN RESOURCE COUNCIL
POSITION ANNOUNCEMENT

Position: Youth Homelessness Outreach Worker
Schedule: 15-20 hrs./week: Monday – Friday (between 8:30 a.m. – 5:00 p.m.)
Compensation: $14.75/hr.
Opening Date: October 27, 2020
Closing Date: Screening will begin November 9, 2020.
Applications received after that date may be considered.
Position is open until filled.

General Purpose:
The Youth Homelessness Demonstration Project (YHDP) is funded by the US Department of Housing and Urban Development (HUD). YHDP targets youth ages 18-24 who are experiencing homelessness or at risk of becoming homeless. YHDP’s goals include reducing youth homelessness, ensuring that young people are valued for who they are, and empowering youth to achieve their potential; YHDP is an LGBTQ-affirming program. The Outreach Worker will engage young people in a variety of settings, the streets, schools, and other areas where young people congregate.

Education and Experience:
Must have a High School diploma with two years’ experience in a similar field or AA Degree is required, one or more years of successful work with young people experiencing homelessness, young people who have experienced sexual exploitation, and/or vulnerable young people. Ability to understand poverty, either through lived experience or previous work or volunteer positions, especially as it connects to issues of race, gender and sexuality. Experience in case management or outreach work. Ability to understand trauma-informed care. Experience in de-escalation techniques. Other combinations of education and experience, which could provide these skills, knowledge, and abilities, will be evaluated on an individual basis.

Necessary Knowledge, Skills and Abilities:
Must be familiar and comfortable with harm reduction philosophies in regard to sexual activity, drug use, and other potentially risky behaviors. Must possess good verbal and written skills and be able to communicate ideas and concepts adequately. Must be able to maintain strict adherence to the confidentiality of participant and program records. Must be able to continually and effectively employ professional verbal and written communications skills. Must demonstrate ability to be a team player. Must have computer skills in Word, Excel, and web-based data management software. Must be willing to work a flexible work schedule when necessary. Ability to exercise independent judgement and initiative. Must be able to maintain regular attendance and work scheduled hours. Must have a valid Montana State Driver’s License or ability to obtain one and insurable on company policy.

APPLICATION PROCESS

Application packet, including full job description, available at:
   Human Resource Council
   1801 South Higgins Avenue
   Missoula, MT 59801
You may request the Application Packet electronically by contacting Lina at lina@hrcxi.org or download on our website at www.humanresourcecouncil.org

To be considered for the position, a completed HRC Application for Employment and any other related information must be returned to the Human Resource Council, 1801 South Higgins, Missoula, MT 59801.

Human Resource Council is an Equal Opportunity Employer.
Reasonable accommodations are provided in the hiring process for persons with disabilities.
DISTRICT XI HUMAN RESOURCE COUNCIL, INC.

<table>
<thead>
<tr>
<th>Department: Workforce Development</th>
<th>Job Description</th>
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<tbody>
<tr>
<td><strong>Job Description Title:</strong> Youth Homelessness Outreach Worker</td>
<td><strong>FLSA Status:</strong> Non Exempt</td>
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<tr>
<td><strong>Accountable To:</strong> Workforce Development Manager</td>
<td><strong>Position Status:</strong> Part-time</td>
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<td><strong>Prepared By:</strong> Jim Morton</td>
<td><strong>New Date:</strong> 10/23/20</td>
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**Job Summary:**

The Youth Homelessness Demonstration Project (YHDP) is funded by the US Department of Housing and Urban Development (HUD). YHDP targets youth ages 18-24 who are experiencing homelessness or at risk of becoming homeless. YHDP’s goals include reducing youth homelessness, ensuring that young people are valued for who they are, and empowering youth to achieve their potential; YHDP is an LGBTQ-affirming program. The Outreach Worker will engage young people in a variety of settings, the streets, schools, and other areas where young people congregate.

**Expectations:**

- Report to work on time each scheduled day.
- Be courteous and treat company employees, customers and the public with respect.
- Clearly communicate questions and/or concerns to your supervisor when they arise.
- Maintain appropriate communications with supervisors and co-workers.
- Perform other duties as assigned, which require similar knowledge, skills and abilities.

**Essential Duties and Responsibilities and Expectations:**

- Canvas designated zones or other areas that have been assigned by the Supervisor;
- Visit highest risk youth and help with any obstacles they may have;
- Participate in weekly one to one supervision with Program Supervisor or Manager;
- Participate in weekly staff meetings;
- Enter daily log and case notes into data base;
- Work with community stakeholders to educate the community about youth homelessness;
- Responsible for keeping a record of each activity/event and furnish a monthly statistical and narrative report;
- Provide support to YHDP Housing Advocates as assigned;
- Multi-task in a fast-paced and hectic environment;
- Participate in trainings and meetings, as assigned;
- Demonstrate sensitivity to cultural and socioeconomic characteristics of population served;
- Duties listed are only an illustration of various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment.
Minimum Qualifications:
Other combinations of education and experience, which could provide these skills, knowledge, and abilities, will be evaluated on an individual basis.

- High School diploma with two years’ experience in a similar field or AA Degree is required.
- One or more years of successful work with young people experiencing homelessness, young people who have experienced sexual exploitation, and/or vulnerable young people.
- Be able to facilitate trusting relationships with youth.
- Be familiar and comfortable with harm reduction philosophies in regard to sexual activity, drug use, and other potentially risky behaviors.
- Possess good verbal and written skills and be able to communicate ideas and concepts adequately.
- Maintain strict adherence to the confidentiality of participant and program records.
- Continually and effectively employ professional verbal and written communications skills.
- Demonstrate ability to be a team player.
- Computer skills in Word, Excel, and web-based data management software.
- Willing ability to work a flexible work schedule when necessary.
- Ability to exercise independent judgement and initiative.

Experience
Ability to understand poverty, either through lived experience or previous work or volunteer positions, especially as it connects to issues of race, gender and sexuality. Experience in case management or outreach work. Ability to understand trauma-informed care. Experience in de-escalation techniques.

Skills, Knowledge & Abilities
- The ability to work a varying schedule depending on the needs of the program.
- Excellent interpersonal skills to help build rapport and trust with youth.
- An even temperament with the ability to stay calm and problem-solve in a crisis.
- Strong desire to make a positive difference in the lives of young adults experiencing homelessness.
- Commitment to providing a safe and affirming space for youth.
- Self-motivation and the ability to work independently.
- A proven track record of reliability in a work environment, especially in terms of punctuality and minimal absences as well as communication of potential absences in a timely manner.
- Compassion and empathy for those experiencing homelessness, but also a strong sense of boundaries to keep relationships with youth professional and healthy.
- Flexibility in the face of changing circumstances or unexpected events.
- Must be able to maintain regular attendance and work scheduled hours.
- Valid Montana State Driver’s License or ability to obtain one and insurable on company policy.

Supervisory Responsibilities: None

Technology Used:
Computer, 10 key calculator, copier, Multi-line Phone.

Physical Demands and Work Environment:
Work conditions may include exposure to inclement weather and noise. This job requires consistent punctuality and attendance. The Outreach Worker will spend most of his/her work time walking and standing. Must be able to lift 30-50 lbs.
Regularly required to walk, stand, and sit for extended periods of time and use hands to operate computer keyboard, phone, and various office equipment.

While performing daily duties, the employee is regularly required to talk and hear.

Ability to work outside in weather extremes.

**Required Employee Tools and Clothing:**

Professional attire appropriate to an office setting.

Supervisor Signature: ______________________________ Date _____________

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the employees in those positions(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

I understand that DISTRICT XI HUMAN RESOURCE COUNCIL, INC. reserves the right to revise or change this job description as the need arises.

Employee Acknowledgement and Signature __________________________ Date _____________

Printed Name __________________________