



## POSITION DESCRIPTION

### Transitional Living Program Youth Assistant

**Project 16:49** is a local non-profit organization established to provide Rock County's unaccompanied homeless youth with safe, stable housing options and case management support focusing on: education, employment, physical and mental health, independent living skills, and community connections. Project 16:49 employs evidence-based assessments and a trauma-informed approach to assist youth with the development of individual goals and action plans.

TLP Youth Assistants provide evening, overnight and/or weekend support to ensure a positive, stable living environment, and the safety of residents and property. The TLP Youth Assistant plays an important role in supporting Project 16:49's mission by:

#### **Duties & Responsibilities, vary by shift**

1. Supervise resident activities to maintain a safe and stable living environment
  - a) Ensure safety of residents and property; follow emergency protocols when necessary
  - b) Provide transportation in the event of an emergency
  - c) Ensure house expectations and curfew are adhered to; document violations
  - d) Provide guidance and mediation to resolve conflicts among residents
  - e) Support and implement the policies of Project 16:49
  
2. Assist residents in achieving individual action plan goals and developing key life skills
  - a) Assist with group activities and outings
  - b) Assist with school work, job searches and applications, specific independent living skills, etc.
  - c) Assist residents in the planning and preparation of meals / group meals
  - d) Provide one-on-one mentoring; take advantage of key 'teachable moments' to help residents improve skills in decision making, problem solving, conflict resolution, time management, etc.
  - e) Listen and allow youth to have their voice be heard
  - f) As appropriate, engage residents in discussions relevant to goals, strengths, and barriers to stability; likewise, give them their space
  - g) Support residents in making positive / healthy choices on how to spend their free time and how to cope with stressful situations
  - h) Communicate residents' achievements, opportunities and concerns to Case Manager to ensure continuity of services
  
3. Assist with general household operations
  - a) Encourage cleanliness of personal space and the completion of assigned household chores
  - b) Perform staff housekeeping chores and property upkeep, as needed; notify supervisor of any needed maintenance / repairs
  - c) Sort and store community donations
  - d) Special projects and other tasks to support the program/organization

## **General expectations**

- Maintain professional relationship with all residents
- Address residents' concerns in a supportive and caring manner
- Model effective, respectful communication and cooperation
- Maintain regular communication with Case Manager
- Maintain accurate documentation
- Attend meetings and trainings, as required

## **Requirements**

- Must be over 18 years old
- Background check is required
- *Valid driver's license, proof of insurance, good driving history, and reliable transportation preferred*

## **Skills and Qualifications**

- Strong interpersonal communication skills; comfortable working with at-risk youth
- Ability to exercise a high level of patience
- Ability to maintain and respect confidentiality
- Acceptance of a variety of lifestyles, behaviors, and cultural and spiritual practices
- Ability to maintain professional boundaries with residents while building trust and respect
- Ability to exercise appropriate authority when needed and good judgment in difficult situations
- Commitment and ability to be a positive role model
- Experience working with at-risk youth, a plus
- Understanding of issues affecting homeless youth; knowledge of adolescent development, trauma, conflict resolution, and/or crisis intervention, a plus