

**JOB ANNOUNCEMENT**

*Bill Wilson Center is a nationally and regionally recognized leader for providing services to at-risk youth and families. Our agency -- from our executive team to our line staff -- is committed to improving the lives and conditions of the people we serve.  We provide direct services to more than 3,500 children, youth, young adults and families in Santa Clara County. BWC provides services that meet the cultural and linguistic needs of our whole community. We value our unique ethnic diversity as well as the LGBTQ community and non-able body community. Join us and become a difference maker at Bill Wilson Center!  Find out more at* [*http://www.billwilsoncenter.org/bwc\_jobs/*](http://www.billwilsoncenter.org/bwc_jobs/)

**RELIEF Residential Counselor – Safety Net Shelter**

*Requirement is a minimum of 2 shifts per week. Shifts are 7a-3:30p; 3:30p-12am and 11:30p-7:30a. Weekends and Overnights highly desired.*

**SUMMARY:**   
RELIEF Residential Counselors provide part time or emergency coverage in Safety Net Shelter gaining experience working with youth, 12-18 yrs of age who are healing from trauma, dealing with life stressors and working towards independent living by providing supervision, mentorship, redirection and listening skills that empower youth to heal and make healthy life choices.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Mentor, coach, provide active listening to youth in program
* Model age appropriate problem solving skills, conflict resolution and healthy lifestyle choices
* Assist in screening, evaluation and orientation of homeless youth.
* Handle crisis phone calls and occasional walk-in crisis situations.
* Provide individual and group counseling to residents.
* Complete daily documentation requirements.
* Maintain and dispense appropriate medications.
* Input client data into computer system.
* Prepare youth each morning and ensure youth are dressed, fed and ready for school or other activity.
* Gives instructions to youth regarding desirable health and personal habits.
* Plans and leads recreational activities and participates or instructs youth games.
* Utilize positive discipline to maintain group behavioral management.
* Escort youth to designated activities
* Assist with housekeeping duties in the entire shelter and ensure cleanliness and tidiness at all times.
* Ensure safe environment for fellow employees and residents.
* Attend meetings and trainings as required
  + - * Ensure that any BWC vehicles used are kept tidy and that any maintenance or safety issues are reported to the Facilities Manager immediately.
      * Ensure that site is neat and tidy and report all maintenance or safety issues to manager or Facilities Manager immediately.
* Regular attendance is a requirement of the position.
* Participate in agency Safety initiatives and proactively report safety issues to management immediately
* Other duties as assigned.

**QUALIFICATIONS**:   
Bachelor's Degree from a four-year college or university plus two years related experience and/or training or equivalent combination of education and experience. Must be punctual, efficient and organized; effective and professional under pressure. Ability to balance excellent client care with meeting deadlines and ensuring positive program goals and outcomes. Experience providing services to clients of various racial, ethnic, socioeconomic backgrounds or sexual identity who are overrepresented in homeless populations as well as working in different cultural environments. An understanding of humility and respect for working with homeless youth and families. Excellent communication skills - must be personable and informative when presenting BWC programs and services. Valid California driver's license with access to a personal vehicle, Fingerprint/background check and TB test required.

**SALARY RANGE:**

$27.00 per hour. No Benefits

**For consideration, please submit cover letter and resume (reference the position name in the subject line and/or cover letter) to:**

**BILL WILSON CENTER**

**ATTN:** Resumes

**FAX:** (408) 244-4022

**Email:** [resumes@billwilsoncenter.org](mailto:resumes@billwilsoncenter.org)

**EEO:**

Bill Wilson Center is an Equal Opportunity/Affirmative Action employer committed to building a team that represents the racial, ethnic and linguistic needs of our community. People of color, women, persons with disabilities, and persons who are LGBTQ are strongly encouraged to apply.

*This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. Because of a need to remain responsive to the needs of our clients and BWC’s operations, responsibilities may be modified at any time.*