

Transformative Education Counselor Job Description

Organizational Background: My Friend's Place is a privately funded nonprofit organization with a mission "to assist and inspire homeless youth to build self-sufficient lives." Our crisis resource drop-in center provides emergency, health, mental health, creative arts, case management, and education & employment services to nearly 1,500 youth and young adults experiencing homelessness youth annually. Our comprehensive, multi-disciplinary program model is innovative and replicated in drop-in centers locally and nationally. We are a data lead agency committed to continuous learning and development. We are currently seeking an enthusiastic, committed, and integrous specialist to join our Transformative Education Team.

Under the direct instruction and supervision of the Transformative Education Program (TEP) Manager, the Transformative Education Counselor is to provide creative, educational and life skills building services and special events to high-risk homeless youth. Using a trauma informed model and strength based perspective, the Counselor will provide services and support to assist youth transition into healthy, independent lives.

Duties to be performed include:

Creative, Educational and Life Skills Services:

- Provide on-site creative, educational and life skills building workshops that are aligned with low-barrier and the inclusive approach to access to all services (including basic needs) and activities.
- Provide supportive counseling on issues ranging from identity development to substance abuse.
- Promote creative workshops and engage youth specifically in music, sewing and creative writing programs.
- Create a quarterly zine with youth to highlight poetry and short story writing.
- Serve as a Job Coach for participants in The Shift, a vocational skills building program.
- Assist volunteer and contracted artist led creative workshops in sewing, music, creative writing and visual arts.
- Promote, coordinate and execute field trips.
- Help youth artists produce items to sell in The Corner Collective, a small social enterprise for youth to sell handmade goods.
- Maintain a functional Digital Lab.
- Maintain workshop and supply rooms.
- Provide TEP team wide support.
- Maintain daily written and statistical documentation.

Safe Haven Assistance:

- In partnership with the Safe Haven Team, provide and ensure consistent service provision as well as supervision of youth.
- Ensure a safe, clean, and productive environment

Meeting Participation:

- Participate in individual supervision sessions as well as group clinical supervision
- Participate in staff and domain meetings
- Participate in appropriate community meetings

Experience, Education, & Qualifications

- Bachelor's Degree required; knowledgeable in digital media software preferred
- One year experience working with homeless and disconnected youth and young adults
- Commitment to agency mission and core values
- Ability to work and share critically and self-critically
- Demonstrable commitment to self-awareness and one's own healing and wellbeing as key to working responsibly and effectively with others and contributing to a healthy and equitable work environment
- Must have the ability and interest to work professionally with youth with severe trauma histories and appreciate that the behavioral expression of pain can include challenging, even hostile, behaviors
- Solid understanding of adolescent/young adult development and the impact of trauma on high-risk behavior including substance use
- Demonstrable commitment to developing trauma-focused counseling and advocacy skills
- Ability to thrive in a multidisciplinary team approach appreciating that service decisions and interventions are made in collaboration with the team
- Ability to take initiative, provide leadership combined with openness and patience in a learning environment
- Ability to think critically and problem-solve while completing assessments and developing both case and safety plans
- Strong organizational skills with an attention to details, timelines, and follow through
- Ability to balance autonomy, responsibility, and collaboration
- Open-mindedness and ability to work with diverse groups
- Articulate a positive vision for the mission of My Friend's Place
- Able to concentrate and be productive in a shared office setting
- California driver's license, automobile insurance and reliable transportation

PROFESSIONAL ACCOUNTABILITY

Commitment to Core Values

The following core values are fundamental to our work together and with the youth: compassion, flexibility, honesty, human worth, integrity, openness, respect, sense of humor, trust, valuing diversity, and the willingness and courage to engage, address, discuss and work across differences

Dependability / Reliability

- Centers youth care
- Reports to work on time and informs appropriate staff when involved in other duties away from the agency
- Provides advance notice in a timely manner for all scheduled leave
- Maintains proper attendance requirements in compliance with agency policies, understanding the critical nature of the crisis center work

Attitude and Flexibility

- Exercises good judgment under various work situations
- Adapts to changes in agency routines and issues
- Maintains flexibility in completing tasks as required by the position
- Exhibits positive daily work attitudes on a consistent basis

Interpersonal Relations

- Creates a positive environment for all people in the agency by addressing issues of harassment, discrimination, or lack of respect immediately
- Continues to pursue the development of cultural sensitivity and proficiency agency-wide
- Documents challenging personnel and stakeholder situations in writing
- Exhibits cooperation and courtesy while creating a positive public image for My Friend's Place and a productive work environment

Quality / Quantity of Work

- Understands and satisfactorily performs activities as assigned by the Transformative Education Manager and Director of Programs
- Ensures that all work is completed to highest quality professional standards

Professional Leadership

- Maintains a level of professional knowledge so as to function as a resource for all staff, volunteers, and community members for the agency's overall operation

Requirements, Terms and Benefits

- Full-time non-exempt status position, occasional weekend and evening hours will be necessary. Benefits include medical and dental insurance, vacation and sick leave, and 403b retirement plan
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, lift and carry objects weighing 25+lbs, and drive
- Job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required
- Must submit to and successfully pass a criminal history background check
- Must have access to adequate transportation and is insurable by the agency's insurance
- TO APPLY, please email resume, cover letter and salary requirements to:

Camilla Brannstrom, MFA, Transformative Education Manager

cbrannstrom@myfriendsplace.org

EQUAL OPPORTUNITY EMPLOYER: My Friend's Place is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, national or ethnic origin, gender identity and/or expression, sexual orientation, status as a protected veteran, status as an individual with a disability, criminal history in accordance with the law, or any other legally protected characteristics. Everyone is encouraged to apply for available employment to ensure our staff reflects the diversity of the young people served by My Friend's Place.