

## Job Announcement

Briarpatch Youth Services has an exciting job opportunity for a skilled professional. The agency is a dynamic non-profit community organization that has served Dane County since 1971. Briarpatch provides a broad array of services to more than 3,000 runaway, homeless, at-risk, and court-involved youth annually.

<b>Job Title:</b>	Runaway and Homeless Youth Program Coordinator
<b>Description:</b>	The individual in this position is responsible for oversight of services provided to runaway, homeless, and at-risk youth and ensures that services are delivered in accordance with established program standards. In addition, persons in this position supervise volunteers working in the Runaway and Homeless Youth Program.
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Dedication to working with homeless and at-risk youth and families. Possess a working understanding of Trauma Informed Care, Positive Youth Development, and Harm Reduction.</li> <li>• A Master's Degree in a Human Services discipline from an accredited college or university and at least 2 years of supervisory experience is preferred. Persons with a Bachelor's Degree in a Human Services discipline and at least 3 years of full-time work experience with youth will be considered.</li> <li>• Fluency in both English and Spanish is preferred.</li> </ul>
<b>Duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Provides direct supervision of program counselors including hiring, termination, and completion of performance evaluations.</li> <li>• Coordinates and provides counseling and case management services to runaway and homeless youth and their families.</li> <li>• Coordinates the collection of information necessary to make accurate and timely reports to funding and/or regulatory agencies and completes/submits these reports in a timely manner.</li> <li>• Ensures that staff and volunteers receive adequate training prior to assuming the duties/responsibilities associated with their position.</li> <li>• Recruits, trains, and supervises agency volunteers.</li> <li>• Ensures program compliance with client documentation/reporting standards and with agency policies/procedures.</li> <li>• Completes State of WI licensing requirements for working in the agency's youth shelter and maintains these credentials.</li> <li>• Develops the on-call counselor schedule and participates in the on-call rotation.</li> </ul>
<b>Hours:</b>	This is a 40 hour per week full-time benefitted position that requires the ability to work a flexible schedule. Some evening work is required and on-call counselor duties may occasionally require work on a Saturday or Sunday.
<b>Transportation:</b>	Requires a valid driver's license and auto insurance coverage that is acceptable to Briarpatch. Transporting clients may be required.
<b>Compensation Package:</b>	Starting pay is \$19.00 - 21.00 per hour dependent on professional experience, bi-lingual abilities, and education level. Benefits include: health, dental, life, & disability insurance; paid holidays; SEP/403B plan; flex spending account; mileage reimbursement; and generous paid time off.

**To apply, candidates must submit a resume and cover letter  
by December 3, 2021 at 5:00p.m. to:**

**Briarpatch Youth Services  
Attn: Human Resources  
2720 Rimrock Road  
Madison, WI 53713-3337  
Or Email: [jobs@briarpatch.org](mailto:jobs@briarpatch.org)**

No calls or recruiters please.

Briarpatch Youth Services is an Affirmative Action/Equal Opportunity Employer.

Briarpatch recognizes the value, potential, and contributions of the most marginalized people in society — including people of color, people from working class backgrounds, persons who are differently abled, women, and LGBTQ+ people. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.