

## 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>	Youth Shelter Manager
<b>Description:</b>	The individual in this position is responsible for ensuring that shelter services provided to runaway, homeless, and at-risk youth are delivered in accordance with state licensing regulations and program standards established by the agency as well as in accordance with the principles of trauma-informed care and positive youth development frameworks.
<b>Qualifications:</b>	A Bachelor's Degree in social work, counseling or a related field from an accredited college or university and at least two (2) years of full-time experience working in youth services setting. Excellent written and verbal communication skills are required. Bi-lingual preferred. Knowledge of youth homeless services, trauma informed care, and positive youth development practices required.
<b>Duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Provides direct supervision of shelter staff, including hiring, termination, and completion of employee performance evaluations.</li> <li>• Coordinates team building activities and training opportunities for Youth Shelter Counselors and volunteers</li> <li>• Directs and coordinates provision of shelter and supports outpatient services to clients and ensures that clients receive quality services in a timely and professional manner.</li> <li>• Provides direct services to clients.</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 shelter staff, student interns, and volunteers receive adequate training prior to assuming the duties/responsibilities associated with their position.</li> <li>• Develops and implements policies and procedures in consultation with the Associate Program Director.</li> <li>• Ensures program compliance with client documentation/reporting standards and with agency policy/procedures.</li> <li>• Determines the schedule for counselors working in the shelter and covers shifts in the shelter as necessary.</li> <li>• Participates in the on-call rotation for Runaway and Homeless Youth programming.</li> <li>• Perform other responsibilities and related duties as assigned.</li> </ul>
<b>Hours:</b>	This is a 40 hour per week position with a flexible schedule – the shelter is in operation 24/7/365. Some nights, weekends, holidays, and on-call are included in this position.
<b>Transportation:</b>	All staff must have a valid driver's license in good standing with insurance. Transporting clients is a requirement of this position
<b>Compensation Package:</b>	Starting pay is \$23.00-\$27.00 per hour. 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 February 3, 2023 to:**

**Briarpatch Youth Services**

**Attn: Briarpatch Jobs**

**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.