JOB ANNOUNCEMENT

Yamhill Community Action Partnership (YCAP)
www.yamhillcap.org

POSITION TITLE: SafeShelter Case Management Specialist
RESPONSIBLE TO: Youth Program Director or SafeShelter Coordinator

RESPONSIBLE FOR: This is a full-time non-exempt position providing advocacy and comprehensive case management services for runaway and homeless youth sheltered in rural Host Homes. This position conducts outreach to targeted communities, identifies youth for shelter, conducts intakes and assessments, school/home visits and referrals to appropriate services. Hours are 9am – 6pm Monday thru Friday, position will require some evenings.

STATUS: Full-time Regular, Non-Exempt
SALARY: $17.00/hr DOE
BENEFITS: Vacation and sick time; company paid medical and dental for employee with option for family coverage; company paid: short and long term disability, and life insurance; employer match up to 3% in 401k account

KNOWLEDGE, SKILLS, & ABILITIES:
BA degree in social work and/or equivalent experience
Knowledge of computers, software programs & databases
Knowledge of homelessness and youth issues and programming
Skill in verbal and written communications
Skill in problem solving, and team work
Ability to work independently on multiple projects in a timely fashion
Ability to work with diverse people, organizations and situations
Ability to work a flexible schedule
Ability to drive agency vehicles; pass background and drug screen; meet auto insurance requirements
Bi-Lingual preferred

JOB DESCRIPTION: see full job description at www.yamhillcap.org

CONTACT: Send application, letter of interest and resume to: alainab@yamhillcap.org
Or by mail- YCAP
Attn: Human Resources
PO Box 621
McMinnville, OR 97128

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