

## ABOUT THE COMPANY

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| <b>Founded:</b> | 1981  |
| <b>Mission:</b> | To prepare foster and community youth to reach their greatest potential |
| <b>Values:</b>  | Trust, Respect & Compassion   |

## JOB DESCRIPTION

|                                       |   |
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| <b>Position Title:</b>                | Youth Support Specialist – The Lighthouse   |
| <b>Employment Classification:</b>     | Full-time; Hourly; Non-Exempt, 2:00pm -10:00pm Tues-Sat.  |
| <b>Reports to:</b>                    | Program Supervisor  |
| <b>Department:</b>                    | Program   |
| <b>Program Summary:</b>               | The Lighthouse is a transitional living program for survivors of sex trafficking ages 18-22.  |
| <b>Position Summary:</b>              | Youth Support Specialists are an integral part of The Lighthouse community, fulfilling many functions ranging from managing the general state of the house, supporting residents to develop life skills and independence and empowering residence to make decisions for themselves.   |
| <b>Major Areas of Responsibility:</b> | <ul style="list-style-type: none"> <li>○ Manage the day-to-day operations of the house such as cleaning, maintenance, and creating a hazard-free zone.</li> <li>○ Using a trauma informed and harm reduction approach to ensure a calm, clean, safe and happy home environment.</li> <li>○ Provide a positive influence, using developmentally appropriate techniques to assist residents to acquire life-skills such as cooking, cleaning, personal hygiene, laundry and grooming.</li> <li>○ Undertake basic duties to assist residents with their daily routines including preparing lunch and dinner, studying, next day preparations and daily schedules.</li> <li>○ Assist with transportation to activities, individual appointments, school and work.</li> <li>○ Together with residents, develop a grocery list and assist residents to undertake the grocery shopping.</li> <li>○ Use creative and fun methods to assist residents to complete chores.</li> <li>○ Provide trauma informed care and guidance to support residents to adapt to the program, including an understanding and adherence to program guidelines.</li> <li>○ Consult with the Case Manager and Program Supervisor to better understand the individual backgrounds and needs of residents and work collaborative to support the goals of each residents individual case plan.</li> <li>○ In consultation with the Case Manager and Program Supervisor implement the programs consequence process as corrective action for residents not following their individual program requirements or program guidelines.</li> <li>○ Provide calm and concise directions to residents and other staff in crisis situations and implement de-escalation techniques when needed.</li> <li>○ In a calm and caring manner mediate interpersonal issues between residents.</li> <li>○ Compile information such as residents' daily activities and write updates in the daily log.</li> </ul> |

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| ○ Inventory, pack, and remove items left behind by former residents.   |   |
| ○ Uphold the policies and procedures of The Lighthouse.  |   |
| ○ Maintain assigned operations budget.   |   |
| ○ Inform Program Supervisor of the need for House or van maintenance and repair.   |   |
| ○ Answer telephones, and route calls or deliver messages.  |   |
| ○ Attend weekly Supervisions with Supervisor.  |   |
| ○ Check Orangewood emails on every shift.  |   |
| <b>Knowledge, Skill and Experience Requirements:</b>   |   |
| ○ Bachelor’s Degree preferred or high school diploma with two years of experience working with youth at risk.                  |   |
| ○ Understanding of trauma informed practices and how trauma affects the cognitive development of survivors of sex trafficking. |   |
| ○ An understanding of harm reduction and knowledge of how to apply this approach to working with survivors of sex trafficking. |   |
| ○ Ensure a survivor led and empowerment approach to supporting survivors.  |   |
| ○ Excellent organizational skills; ability to self-start, multi-task; and take direction from multiple staff.                  |   |
| ○ Excellent written and oral communication skills.   |   |
| ○ Strong conflict resolution and mediation skills.   |   |
| ○ Ability to problem solve and make decisions independently.   |   |
| ○ Proficient in all Microsoft Office applications, Outlook, Excel, Power Point. Also proficient with data entry.               |   |
| ○ Possess a valid California driver’s license and proof of automobile insurance  |   |
| ○ Pass a background check  |   |
| <b>Essential Qualities:</b>  |   |
| ○ Understanding of and passion for the Foundation’s mission, vision, values  |   |
| ○ Exemplifies organizational values of trust, respect and compassion   |   |
| ○ Approach situations, activities and other job functions with flexibility and a positive attitude                             |   |
| ○ Must be a team player  |   |
|  |   |
| <b>Working Environment/Physical Requirements:</b>  | Primarily an office job. Occasional driving to meetings/trainings. Physical requirements include standing, sitting, typing, bending and lifting up to approximately 40 lbs. |
| Modification to work schedule may be made based on need of the Foundation.   |   |

*Orangewood Foundation is an Equal Opportunity Employer.*

**Interested?** Apply now by submitting a job application, resume, and cover letter at:  
<https://orangewoodfoundation.org/employment/>

A FEW WORDS FROM OUR EMPLOYEES...

“Since my first day at Orangewood Foundation, I immediately enjoyed the atmosphere and the feeling of teamwork. The team allows you to take the lead and helps you grow.”

- Priscilla T.



Updated 1/27/2020

