



Title: **Youth Support Specialist & Food Coordinator**  
Location: Minneapolis Avenues (1708 Oak Park Ave N., Minneap)  
Type: Regular (Full-Time), Eligible for Benefits  
Hours: 7:00a-3:00p, Monday-Thursday  
Reports to: Program Manager at Minneapolis Avenues

#### **ORGANIZATIONAL INFORMATION:**

The mission of Avenues for Homeless Youth is to provide emergency shelter, short-term housing and support services for homeless youth in a safe and nurturing environment. Through such services, Avenues supports its clients as they overcome homelessness, and make their way into a young adulthood of independence and connection with community.

At its Minneapolis house, Avenues provides shelter and transitional housing with supportive services for 21 homeless youth at a time, ages 16 to 21. The same services are provided at its 12-bed Brooklyn Avenues location. Avenues also coordinates three community and volunteer-based host home programs and a new rapid rehousing program for young families.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

##### Meeting Basic Needs of Youth

- Form genuine professional relationships with youth by providing time to get to know the youth and meet their needs.
- Engage and supervise youth so that they are provided with a safe environment.
- Utilize opportunities to meet one-on-one with youth to provide mentoring and guidance.
- Meet the basic needs of youth by providing personal care supplies and clothing, as needed.
- Guide youth toward Independent Living Skills by assisting them to establish routines that help prepare them to live on their own and to be successful and stable in housing, school, work, and relationships.
- Participate in youth wake-ups based on work or school schedule and help the youth be productive by waking and starting their day in a timely manner.
- Provide support for completing homework and school assignments.
- Ensure comfort and flow in the house.
- Prepare and serve the lunch meal in a timely manner and following food safety protocols.
- Complete prep work for dinner, as needed.

##### Coaching on Independent Living Skills

- Provide support and assist youth in gaining independent living skills.
- Assist case managers to provide support and connect youth to appropriate resources and make progress on personal goals.
- Address crises and conflict in a calm, respectful, and timely manner.
- Assist youth with house chores and sign off on completed chores.

### Managing the House and On-Site Supervision

- Provide proactive intervention of conflict between youth to prevent escalation.
- Answer the phones and the door and direct visitors appropriately.
- Provide callers in crisis with counseling and appropriate referrals.
- Answer phone calls regarding youth housing and refer to appropriate resources.
- Document the demographic information of youth turned away.
- Complete a thorough intake with youth once they are accepted into the program.
- Do room checks every hour and document who is present and absent.
- Prepare the bedrooms for new youth intake when a youth moves out.
- Consult the shift checklist to prioritize and complete tasks.
- Ensure the cleanliness of the house; complete unfinished youth chores. Duties include:
  - Complete, thorough clean up of kitchen after meals.
  - Sweep and mop common areas.
  - Clean kitchen filters on hood weekly.
  - Clean and organize cooler and freezer
  - Clean stove top, range, and oven weekly.
  - Complete house laundry.
  - Organize and stock supply closets on each floor.
- Other duties as assigned.

### Communication and Paperwork

- Role model positive social interactions by involving youth in positive conflict resolution opportunities.
- Fax forms to county.
- Journal daily activities.
- Communicate verbally the issues of the house at the end of each shift to the next staff person on duty (pass-on communication).
- Document in each youth's file and pass-on log to communicate information in a timely manner, i.e., at the end of each shift.
- Complete production forms for meals.

### Food Coordination

- Follow Food Safety protocols and Food and Nutrition Program guidelines.
- Develop and maintain food inventory system.
- Prepare weekly menu for the house; engage youth in the menu planning process.
- Maintain an active recipe book
- Complete timely food orders through different vendors.
- Coordinate food deliveries and storage (by self, other staff, or volunteers).
- Collect and record meal data statistics.

### Miscellaneous

- Participate with team members and volunteers in deep cleaning of the house.
- Walk through the house and check all floors for safety, order, and cleanliness.

### Experience and Qualification Requirements

- Demonstrated ability to form relational trust with youth and engage youth professionally in ways that enhances their overall development.
- Ability to attain a Food Management Certificate.
- Experience in food prep, cooking and nutrition.

- This position requires a highly responsible person to complete tasks and manage the house while on duty in a proactive manner.
- High level of organization and prioritization skills needed for managing multiple tasks.
- Proven experience working with individuals from diverse backgrounds; demonstrated ability to apply effective culturally competent intervention strategies.
- Experience with harm reduction, trauma-informed care, and strength-based youth empowerment model is required. Knowledge of addiction, mental health issues, and domestic violence is also required.
- Minimum BA/BS in social/human services, education or related field. 3-5 years experience working with culturally diverse, disenfranchised youth. Demonstrated ability to connect youth with community resources.
- Years of lived or work experience related to youth work may substitute education requirement.

**MINIMUM QUALIFICATIONS:**

- BA/BS in social work, human services, education, or related field; three-to-five years of related experience and/or training; or the equivalent combination of education, lived (including experiencing homelessness) and work experience, and training.
- Must be able to lift 50 lbs., possess basic computer skills and be at least 23 years of age.

**HOURS:** Regular Youth Support Specialist positions will have 4 shifts per week of 8 hours per shift. Additional shifts may be picked up on-call, not to exceed 40 hours per week.

**COMPENSATION:** \$15.00-\$17.00/hour, depending on qualifications, plus benefits.

**HOW TO APPLY:** Email resume, cover letter and references to [ztift@avenuesforyouth.org](mailto:ztift@avenuesforyouth.org). Indicate “Youth Support Specialist & Food Coordinator” in subject line. Or mail to the address listed below, Attn: Zachary Tift.

No phone calls please.

Avenues for Homeless Youth is an Equal Opportunity Employer.  
Persons of color are encouraged to apply.

[www.avenuesforyouth.org](http://www.avenuesforyouth.org).

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