



HomePlate Job Opening

POSITION: Employment Coordinator
PROGRAM: HomePlate
REPORTS TO: Executive Director
FLSA STATUS: Hourly, 1 FTE

HomePlate (homeplateyouth.org) is a grass roots non-profit social service agency that works with young people experiencing homelessness or housing instability in Washington County (ages 12- 24). HomePlate operates 3 drop-in center evenings as well as a street outreach program 5 days a week. At drop-in, HomePlate offers hot meals, showers, resources, referrals, recreation, and positive interactions with adults. Located in Hillsboro and Beaverton, HomePlate provides services to over 1000 youth per year. Our mission is to support the positive development of young people experiencing homelessness or housing instability through community building, education, access to services and resources, and youth empowerment. We are looking for someone who has great passion for youth and young adults!

Overview

The overall responsibility of the Employment Coordinator is to work with young people to prepare for, find, and retain employment. Time will be divided between providing direct service to participants, supervising and coaching youth in our social business ventures, researching job opportunities, and building relationships with volunteers, businesses and supporters.

Essential Duties and Responsibilities

- **Drop-in Employment Support:** Provide direct employment support services to young people experiencing homelessness in Washington County at two of three drop-in nights per week.
 - Example activities include: providing lists of current job opportunities, coaching youth with unique barriers to employment (criminal record, currently homeless, lack of education or employment history, etc.), educating youth on job-training opportunities (both at HomePlate and in the community), and communicating with staff and volunteers on employment opportunities.
- **Direct, supportive employment supervision:** Act as the youth-staff supervisor for HomePlate's social business ventures and internal internships. These operations employ/intern youth short-term to provide references, experiences and skills for future employment.
 - **Sit-n-Stay:** dog sitting service at the Beaverton Farmers Market (Saturdays 7am to 3pm, May-September) which employs 3-4 youth for first-time job programs.
 - **HomePerk:** Designed for youth with significant barriers to employment (for example, social anxiety) to provide one-on-one mentorship and on-the-job coaching.
- Build and maintain collaborative relationships with schools, businesses, and neighborhood organizations to enhance wrap-around supportive employment and education opportunities.
- Emphasize a strength-based approach as HomePlate supports homeless individuals in their efforts to move into stability.
- Participate in the planning process for curriculum and future social-business program development. This includes leading the monthly meeting of the Social Business Task Force.
- Provide oversight and guidance to employment-support volunteers & interns.
- Supervise Activities Coordinator. It is an AmeriCorps position that turns over every August.
- Accurately document all services as required by program procedures. Maintain and update all necessary databases for tracking youth progress, program objectives and outcomes, and contractual and licensing requirements. Produce timely and accurate summaries of services for grant reports.

Knowledge/Skills/Abilities:

- Experience building trust relationships and collaborative efforts with diverse individuals and organizations.
- Experience working with homeless young people; outreach and local Washington County social service knowledge and businesses are a plus.
- Flexibility to work nights and or weekends to meet youth, train and begin programs.
- Strong commitment to "meeting youth where they are". Strong communication and interpersonal skills. Must be able to collaborate with partners outside of the agency. Ability to interact appropriately with people from diverse socio-economic, racial, ethnic and varying cultural groups.
- Ability to manage multiple tasks requiring excellent organizational skills.
- Ability to work hours outdoors, and on your feet.

- Familiarity with computers and basic software use is required. Ability to work with or learn computer data entry programs and familiarity with Office Suite software. Fluency in social media websites, e.g. Facebook, Twitter, etc.
- Fluency in Spanish is a plus.
- Ability to pass a criminal background check

Pay and Benefits

Hourly: Starting at \$15.87- \$16.83/hour. Employer paid 79% for medical & 100% for dental benefits for employee and 50% covered for dependents, \$500 HRA; paid time off.

HomePlate values diversity in its workforce and is an equal opportunity employer.

To Apply: Send a résumé, application questions (below), and a cover letter that clearly states how your background and skills/abilities make you well suited for the position. Email your application materials to: jobs@homeplateyouth.org. Because of the volume of applications, please understand that we will not be able to respond to email or phone inquiries, but all applicants will receive responses regarding the status of the application process. Open until filled.

- Every duty in the job description is based on having solid rapport and trust with the youth. Give an example of your success building relationships and collaborative efforts among diverse populations.
- What interests you most about this position and HomePlate?
- What qualities do you think are necessary to make a success of this job? Why do you believe you hold them?
- What do you believe the barriers to ending homelessness are? What do you believe is the reason that homelessness exists in Washington County?
- What does the following mean to you: “Relationships rather than rules - because in the end it’s about people.”