

Job Description: Casa Q Overnight Client Advocate Full-Time/Part-Time:

Reports to: House Manager

Work Schedule: 11pm-9am Friday, Saturday and Sunday

16.00-19.00 per hour

Casa Q provides safe living options and services for young lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) people at risk of and/or experiencing homelessness

Primary Duties and Responsibilities

- A. Provides direct care, supervision, and support of residents 14-17 years of age.
- B. Client Advocates participate in day-to-day operations of the program including but not limited to:
 - a. Transportation to appointments, education, and community events.
 - b. Meal preparation, Provide one-one support in a group home setting.
 - c. Evening shifts misc tasks.
 - d. Room checks
 - e. Assist with “house chores” cleaning and organization of workspace and communal areas.
- C. Other duties as assigned

Required Qualifications

- Valid Driver’s License, personal auto insurance, Criminal Records Check clearance/CPR and First Aid certificate required.
- Experience in the human service field with one year relevant experience, preferred; or some college or high school diploma and five years relevant experience with youth required knowledge of residential programs.
- Valid Criminal Records Check clearance.
- CPR and First Aid certificates.
- New staff must be COVID tested before on-boarding and COVID vaccinated.

PHYSICAL & LANGUAGE REQUIREMENTS:

- Passion for Casa Q’s mission and vision.
- Exceptional organizational skills with reliability and consistency in work performance.
- Flexibility with a team player mentality.
- Ability to work with minimal to moderate supervision.
- Good judgment with a proactive approach to problem-solving.
- Ability to maintain a professional demeanor with great interpersonal and communication skills.
- Capability to learn quickly.
- A thorough understanding of confidentiality and discretion and a working knowledge of HIPAA.
- Strong organizational and communication skills.

- Proficiency in Microsoft Office and other web based software solutions.
- Requires ability to lift, transfer, push/pull, maneuver, and reposition 25 lbs.
- Ability to reach, bend and walk.
- Ability to comprehend complex materials.
- Ability to speak and write English clearly and accurately.
- Bi-Lingual/Spanish preferred