

Youth Empowerment Performance Project

Services Support Specialist Job Description

Job Title: Services Support Specialist

Stipend: \$18 per hour

Classification: Part-Time, 10-15 hours per week, In Person and Virtual.

Benefits Compensation: No benefits compensation

Location Base: 3338 N Broadway, Chicago IL 60657

Reporting To: Director of Services

Note: In person non-negotiable work time are Tuesdays & Thursdays, 12:30pm - 5:30pm

Mission

Youth Empowerment Performance Project (YEPP) seeks to provide a safe environment for lesbian, gay, bisexual, transgender and queer youth experiencing homelessness to explore their history, investigate new ways to address their struggles and celebrate their strengths through self development, leadership development and community development programming that incorporate art-expression forms.

YEPP uses harm reduction, social justice, transformative and restorative justice, trauma-informed, and education for liberation (theatre of the oppressed and popular education) frameworks to contain and guide the work. As part of the work, we provide resource advocacy around housing, employment, educational, legal and health services, transportation, food, among many others.

General Description

The Services Support Specialist will be responsible for providing support for in-person participant service needs during the Community Drop-In Arts Program (C-DAP) such as: mutual aid donations shopping, food service, laundry and shower services, etc. The Services Support Specialist will also support young people one on one with low threshold emotional support and de-escalation.

Primary Tasks and Responsibilities

- Guide young people to access supportive services during Community Drop In Arts Program (C-DAP) such as: laundry and shower services, food, resource advocacy, mutual aid shopping, sleeping/rest area, programming, computer station, etc.
- Provide services such as serving food, provide orientation to new participants, supervise sleeping/rest area, support in providing laundry and shower services, etc.

- Support the Chicago Youth Mutual Aid (CYMA) closet tasks such as: support young people doing their shopping, keep the closet organized, inventory based tasks, etc.
- Complete administrative tasks such as: reception log, participants shopping forms, C-DAP briefing/de-briefing meetings log, supplies needs log, etc.
- Support young people one on one when low threshold emotional support is needed, as well as being prepared to assist in de-escalating conflict.
- Support programming efforts with tasks such as: workshop co-facilitation, setting up the space, holding space during the workshop, closing support, assisting facilitators, etc.
- Attend needed professional development opportunities.
- Attend weekly staff meetings and supervision meetings.
- Perform other tasks as assigned.

Required Skills/Qualifications

- Experience working with LGBTQI+ youth
- Experience working with people experiencing homelessness or housing instability services/advocacy
- Experience with and commitment to trauma-informed and harm reduction models
- Experience in de-escalation methods and tools around physical and verbal altercations, as well as emotional crisis incidents.
- Commitment to transformative justice
- Commitment to working in a diverse environment in regards to race, ethnicity, culture, sexual orientation and gender
- Able to work both on and off-site and clearly communicate with supervisors about work progress.

Preferred Skills/Qualifications

- Bilingual (English/Spanish)
- Excellent verbal, writing, communication, and negotiation skills
- Ability to take initiative, be dependable, resourceful, pays attention to details while thriving in a fast-paced environment
- Ability to work on multiple projects effectively and efficiently independently and collaboratively
- Knowledge of criminal justice, public policy, and social justice issues around LGBTQI+ youth homelessness

Additional Requirements:

All staff are expected to consistently act within the values and frameworks central to YEPP, and in keeping with the mission of YEPP. Staff must have an overall commitment to serving the participants of YEPP, and to contributing to a positive, respectful and accepting environment at YEPP.

Next Steps:

We are keeping this job offer open until we hire the appropriate candidate. We invite applicants to submit their applications as soon as they can as we are reviewing applications as they come in and schedule interviews based on our application assessment.

Following the completion of this [Application Form](#), your application will be assessed. If your application gets selected, a staff member will reach out in order to schedule an interview. If you have any questions, don't hesitate to contact us at info@WeSayYEPP.com.