

## KODIAK ISLAND HOUSING AUTHORITY

*Ensure safe, decent and affordable housing; creating opportunities for resident self-sufficiency and economic independence.*

### JOB DESCRIPTION PT/Temporary Youth Aide

Completed by: Special Projects Consultant  
Updated: 10-2019

#### REPORTING STRUCTURE

Department: Housing Services  
Reports to: Youth Activities Coordinator  
Reporting Staff: none

#### DISTINGUISHING FACTORS

Operating in an active, energetic, and dynamic environment involving up to two dozen children, this position is responsible for assisting the Youth Activities Coordinator (YAC) with implementing the after-school youth program at the Family Investment Center (FIC) of the Kodiak Island Housing Authority (KIHA). Responsible to assist Youth Activities Coordinator (YAC) with the following: provide intensive oversight for high needs and high-risk factor youth participating in the program; assist YAC with overseeing and implementing after school activities and education opportunities; coordinate education activity and homework assistance with KIBSD.

This position is a temporary (school year) part-time position. KIHA is looking for qualified elementary school aides willing to work at least one day per week. Work schedules are typically 2-6 pm, Monday-Friday.

#### ILLUSTRATIVE TASKS

1. Provide one on one or small group engagement and oversight of high needs youth in the program.
2. Supervise youth during activities; Assist youth participating in games, crafts and sports activities by explaining required tasks or rules for the activity. Responsible for providing guidance and direction to youth participants.
3. Responsible for applying consequences that are fair, consistent, and age appropriate. Assist Coordinator with identifying behavioral needs and documenting behavioral issues.
4. Responsible for setting up necessary equipment and supplies; properly store and stow when not in use; inspect for safe use.
5. Responsible for demonstrating leadership to assure proper conduct, safety, and development of youth participants.
6. Assist Coordinator with implementing a literacy and homework assistance program.
7. Assist with preparing and serving meals for the KIHA youth food assistance program.
8. Responsible for daily cleanup of kitchen and activity areas of the Family investment center.
9. Responsible for problem solving common tasks through use policy, procedure, and supervisor provided guidance.

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10. Responsible for maintaining appropriate levels of confidentiality as defined by regulation, policy, and procedures.
11. Perform other duties as assigned by the Youth Activities Coordinator or Service Coordinator.
12. Responsible for working professionally and effectively with internal and external partners, applicants, tenants, and participants; Responsible for providing respectful and timely customer service.
13. Responsible to promote a safe and drug free work environment.

### KEY RELATIONSHIPS

- Work closely with participant children and parents to understand family and child needs.
- Work closely and professionally with other FIC staff.
- Work closely with KIBSD teachers90-

### SKILLS AND COMPETENCIES

- Experience as a KIBSD Aide required
- Experience with KIBSD conscious discipline
- Experience with trauma informed care, or an understanding of challenges and compassion necessary for working with youth facing barriers or disabilities.
- Required to have and maintain an Alaska Driver's License.

### ABILITIES

- Must be 21 years of age
- Ability to handle loud, chaotic environments
- Ability to communicate effectively with youth and adults.
- Ability to interact with youth from a position of authority
- Ability and willingness to follow directions and receive constructive criticism and feedback.

Kodiak Island Housing Authority is an Equal Housing Opportunity Employer. This position is subject to the Alaska Native/American Indian employment preference under Section 7(b) of the Native American/Alaska Native Housing and Self-Determination Act, and Section 3 of the Housing and Urban Development Act of 1968 (12 U.S. C. 1701U) and Regulations in 24 CFR part 135.

### COMPENSATION

Status: Hourly  
Salary Range: \$21.00 per hour  
Benefits: None