

**Job Description**  
**CoRe Assistant**



**JOB TITLE:** CoRe Assistant (CA)  
**DEPARTMENT:** Counseling  
**REPORTS TO:** CoRe Project Lead/ Therapist  
**STATUS:** Part Time, Temporary (20 hours per week until December 31, 2017)  
**FLSA:** Non-Exempt  
**WORK HOURS:** Monday to Friday. Some evenings as needed for groups

Under the supervision of the CoRe Project Lead, the CoRe Assistant (CA) will assist the implementation of CoRe project and activities in the Counseling Program. The CA will provide administrative assistance needed for successful implementation and evaluation of the CoRe project. The CA plays a key role in helping the CoRe's participants develop Courage, Cooperation, Respect and Resourcefulness values within the youth that we serve by teaching CoRe skills that help children/youth stay safe, calm under pressure, communicate respectfully and persuasively, expand the child's connection to their family and community, make lasting and valuable friendships, and develop achievable goals for themselves and their community.

**ESSENTIAL DUTIES**

**Youth Activities and Group Facilitation**

1. Engage and build relationships with children/youth in program appropriately, act as a role model, creating a safe, welcoming environment for children/youth.
2. Assist in the planning, organization, operation and facilitation of the CoRe project.
3. Assist with planning and delivery of CoRe's youth & family events.
4. Assist in development of outreach materials and efforts to build community relationships.
5. Help with CoRe activity set-up and clean up.
6. Interact with youth in a respectful manner to provide a warm and welcoming atmosphere, while providing necessary direct-service referrals to ASC and/or community resources.
7. Ensure that CoRe established systems and procedures are followed.
8. Help ensure that all CoRe property (including games, equipment, common areas, and supplies) is properly maintained and respected.

**Documentation and Reporting**

9. Tracks referrals and maintain an effective tracking and referral process for participants.
10. Assists with CoRe program development and outreach efforts.
11. Ensures registration processes are completed and surveys are completed.
12. Ensures data for reports is completed and help prepare contract reports as needed by Project Lead and Director of Programs.
13. Ensure data collection, record keeping, and reports are clear, accurate, and timely.

**OTHER DUTIES**

- Supports and complies with the values, policies and practices of Atlantic Street Center.
- Works as part of the Youth Development, Counseling Services, and agency teams.
- Abides by the agency's confidentiality policies and is aware of HIPPA rules.
- Attend internal agency meetings and other external meetings as required.
- Submits expenses, leave requests/timesheets, or other administrative requirements to supervisor in a timely fashion.
- Provides occasional support or consultations as needed to promote counseling services with other ASC programs or to external agencies.
- Maintains a flexible work schedule to provide efficient services to participants and meets program goals (this includes work in the evening).
- Supports the outcomes of the CoRe project, as well as overall contractual goals.

- Performs other duties and special projects as assigned by the Supervisor, Program Director, or Executive Director.

### **QUALIFICATIONS**

- 2 or more years' experience in successfully leading children/ youth groups: Preferred
- Knowledge and experience playing videogames: Required
- Paid or volunteer experience with non-profit organizations: Preferred
- Must be fluent in English. Fluency in a Second Language: Preferred
- Energetic, youth oriented, and resourceful personal skills: Required
- Working knowledge of Word and Excel.
- Active registration as Agency Affiliated Counselor in Washington State or must be eligible to become in the first 30 days of employment.
- Current certification in First Aid and/or CPR, if not, complete certifications within one month of hire date.
- Experience working with low-income youth and families from diverse cultural backgrounds: Preferred
- Manage difficult and stressful situations effectively and calmly
- Work with minimal supervision
- Work as a member of a team

### **WORKING CONDITIONS**

- Work Hours: Between 9:00 am and 7.30 pm, Monday through Friday. (Some evenings as needed for groups)
- Position might require exceptionally working some Saturdays.
- Ability to lift 30 pounds
- Position requires driving whenever necessary to meet program needs. A valid Washington State driver's license and proof of insurance is required. Must be able to obtain approval from ASC's car insurance to drive agency van for group activities or events. Driving time should not exceed 20 - 15 % of work week.

### **DISCLAIMER**

This job description indicates in general terms, the type and level of work performed as well as the typical responsibilities of employees in this classification. The duties described are not to be interpreted as being all-inclusive to any specific employee. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between Atlantic Street Center and its employees.

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### **How to apply**

Qualified individuals should submit a resume and cover letter clearly stating how you meet or exceed the required qualifications. Also, please mention in your letter or email how you heard about the position.

Please indicate in your email or fax subject line:

**"CoRe Assistant"**

Submit materials by email or fax to:

ATTN:  
Human Resources  
Atlantic Street Center  
Fax: (206) 329-2171  
jobs@atlanticstreet.org