



## **Open Doors for Youth Advocate Job Description-Overnights**

### **Organization Summary**

Open Doors for Youth is a small vibrant nonprofit in Central Minnesota that serves youth ages 16-24 who are experiencing homelessness or housing instability. We operate a drop-in center in Elk River, MN, and provide outreach to area high schools and surrounding communities. Our reach spans many miles across communities surrounding Elk River. Open Doors for Youth serves approximately 85-90 individual youth per year.

We place a high value on authenticity, connection, and belonging across the organization.

In July 2026, Open Doors for Youth will open a new transitional housing program in Elk River, for young adults ages 18-24. The house will have up to 4 residents. The position of Youth Advocate will be a newly created position for the organization.

### **Job Summary**

The Youth Advocate supports Open Doors for Youth Transitional Housing Program and residents living in the home. This position reports directly to the Housing Director and Site Manager.

### **Key Skills/Experience Needed:**

- Acceptance of and respect for a diverse population, including BIPOC and LGBTQIAP+ youth
- Knowledge of and experience using a trauma-responsive approach, including de-escalation, co-regulation, and harm reduction
- Ability to develop trusting, consistent, supportive relationships with youth while maintaining professional boundaries
- Understanding that youth work is nuanced and requires a flexible and non-judgmental approach
- Willingness to engage authentically with team members
- Maintain a high level of personal integrity and confidentiality
- Excellent time management skills, organizational skills; self-motivated and detail oriented

## **Job Responsibilities**

- **Programming**
  - Oversee the daily operations of all housing programs and services to ensure effectiveness and alignment with the ODFY mission and goals.
  - Support youth with established goals and action steps outlined in the Independent Living Plan/Transitional Services Plan.
  - Support the daily routine, supervise chores, aid in meal planning and preparation, aid with light cleaning, and other household tasks as indicated.
  - Complete housekeeping tasks throughout your shift, this includes tasks such as- laundry, meal prepping, general cleaning/upkeep in the main living area's
  - Ensure all doors/windows are locked at the start and end of your shift
  - Complete safety checks at the start of your shift and ensure any/all sharps are accounted for
- **Policy and Procedure Implementation**
  - Provide supervision of program residents on-site at THP
  - Follow rules/protocols established in the Resident Handbook
- **Compliance and Regulation**
  - Ensure compliance with regulations, including case note documentation, safety planning, room checks, etc.
  - Monitor security system at the house
- **Resident Relations**
  - In partnership with other staff, handle resident complaints and conflict resolution
  - Ensure a supportive and inclusive community atmosphere
  - Provide crisis intervention as needed; assist in household disputes and conflict resolution between residents in order to foster a safe, positive living environment.
  - Engage youth in positive peer relations, group building, recreational and leisure time activities and outings.
- **Community Coordination**
  - Build and maintain partnerships with other organizations with housing programs



- Participate in staff meeting to discuss ODFY participants and provide progress updates; attend ODFY staff and program meetings, quarterly reviews and other trainings as indicated.
- Coordinate with Site Manager on potential outing for residents at the house

**Pay and Benefits:**

- Hours per week: 33.25 hours/week
- Schedule: overnights 10:30pm – 8am, 3 nights on, 4 nights off, alternating with other advocate
- Payrate: \$20 - \$22/hour
- Benefits include PTO, paid holidays, annual wellness benefit, IRA contribution
- Holiday payrate for days worked on holidays

**How to Apply: Mail or email cover letter and resume to:**

Open Doors for Youth  
Attn: Cindy Ley  
554 3<sup>rd</sup> St. NW Suite 201  
Elk River, MN 55330  
[cindyl@opendoorsforyouth.org](mailto:cindyl@opendoorsforyouth.org)

