

Legacy House Support Staff

OutFront Kalamazoo is seeking to fill an open position on our Legacy House Support Staff team. We are currently seeking to fill the following shifts:

- Wednesdays 3:30PM-10:00PM
- Thursdays 3:30PM-10:00PM
- Fridays 3:30PM-9:00PM

About OutFront Kalamazoo

Since 1987, OutFront Kalamazoo has worked to advance social justice, build coalitions, change hearts and open minds so that all people in Southwest Michigan can live authentically and free from discrimination - regardless of their gender identity or sexual orientation.

OutFront Kalamazoo provides a safe and welcoming environment with a wide range of programs and services. We offer a place to be seen and heard and an opportunity to join with others who desire to live unapologetically, #AlwaysOutFront.

About Legacy House

Legacy House is a six-bed transitional housing facility serving queer-identifying youth ages 18-24 who are actively experiencing homelessness. Legacy House is a branch of the OutProud Safe Program at OutFront Kalamazoo, a multi-faceted initiative to combat the issue of queer homelessness in Kalamazoo County. Legacy House operations and programming strive to be evidence-based, trauma-informed, and equity-focused.

Position Description

Legacy House Support Staff support the success of Legacy House and its clients through reporting and documentation, direct care of residents, case planning support, crisis prevention and intervention, and some groundskeeping and custodial duties. This position is primarily on-site, with opportunities for additional on-call hours once all required training/certifications have been completed and the 90-day probationary period has ended.

This position reports to the Legacy House Manager and is a part-time, hourly position. Pay begins at \$15/hour.

Desired Qualifications/Background

The ideal candidate for this position will meet the following criteria:

- At least 25 years of age
- Holds the following qualities:
 - Empathetic
 - Patient
 - Respectful
 - Reliable
 - Communicative
- Able to remain calm and take charge in emergency or crisis situations

- Has experience in:
 - Working with LGBTQ+ youth
 - Working with unhoused individuals, especially unhoused youth
- Has the following certifications, or is willing to complete them within 90 days of hire:
 - First Aid/CPR
 - Bloodborne Pathogens
 - Mental Health First Aid (or similar suicide prevention/intervention training)
- Spanish-speaking proficiency (*preferred, but not required*)

All applicants must submit to a criminal background check.

Overview of Responsibilities

On a day-to-day basis, Support Staff are expected to serve the following functions:

- Document vital information according to all documentation and reporting procedures.
- Provide direct resident support in the form of:
 - Emotional Support
 - Skill-Building
 - Goal Setting/Support
 - Community Building
- Contribute to case planning through participation in Progress Tracking, Team Huddles, and Community Review sessions.
- Provide support in case of crisis or emergency situations.
- Support community cleanliness through the completion of some groundskeeping and custodial duties.

How to Apply

Please send your resume and cover letter to heather@outfrontkzoo.org no later than April 19, 2024.