

JOB DESCRIPTION

POSITION: Youth Advocate

PROGRAM: Transitions Program

PAYSCALE: \$14.00 - \$17.00 Per Hour DOE

HOURS: 30 hours per week (Monday through Friday with flexible scheduling)

PROGRAM SUMMARY

Transitions will serve as a wraparound component for established case management services provided for homeless families at Francis Court I and previously homeless families at Francis Court II and III.

POSITION SUMMARY:

Under the direction of the executive director and case management team, the youth advocate will work directly with youth and parents to assist in multiple aspects of supportive services. Focusing on prevention of, and healing from, adverse childhood experiences the advocate will play a key role in stabilizing youth. Strategies will include connection to community resources, introduction to emotional regulation strategies, encouraging safe, stable relationships, increasing knowledge of life skills, and promoting healthy parenting and protective factors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties, related to agency operation will be assigned as needed.

- Educate: Provide education to youth and parents regarding Adverse Childhood Experiences (ACES), toxic stress and Protective Factors.
- Implement: Evidence informed and evidence-based parenting curriculum and youth services.
- Care Coordination: Provide service components as recommended by the case management team or requested by the youth or parents.
- Advocate: Help youth find their voice and advocate for their needs in various capacities: within the school systems, mental health services, and other appropriate areas.
- Orientation: Participate in client orientation which includes, but is not limited to, the following:
 - a) Description of the general nature and goals of the program.
 - b) Explanation of expectations for client conduct and participation.
 - c) Review, explain and discuss program contract with client.
- Support: Provide specialized support for pregnant moms, disabled youth, transitioning families and various occurring crisis arising onsite.

- Goal Obtainment: With support from the case management team, be the point person for coordinating direct youth services:
 - ✓ Identify strengths and weaknesses to assist in developing the case plan
 - ✓ Identify and prioritize challenges needing attention
 - ✓ Establish client driven, immediate and long-term goals
 - ✓ Identify and secure resources to assist in meeting goals
 - ✓ Monitor ongoing progress with the case plan and readjust as needed
 - ✓ Consider attitudes and feelings while motivating and encouraging progress with each client
 - ✓ Coordinate services with and make referrals to outside providers
 - ✓ Establish a plan to maintain progress after client exits program including developing a support system
- Classes and Workshops: Provide individual and group classes for the program clients
 - ✓ Develop, plan and lead classes and workshops with youth and parents
- Case Notes and Data Tracking: Complete timely and accurate documentation of all services provided including but not limited to: Youth intake, exit documents, case notes, service request progress and track and enter data on applicable data bases and spreadsheets.

REQUIREMENTS

Knowledge of:

- Skills for facilitating classes
- Knowledge of short- and long-term client systems
- Conflict Resolution
- Values Clarification
- Counseling Techniques
- Knowledge of behavioral science and general social work practices
- Documentation Procedures
- Knowledge of community resources available to meet the social, material and physical needs of low-income clients
- Familiarity with challenges specific to the culture of poverty and homelessness

Ability to:

- Work with minimum supervision
- Work directly with clients, volunteers, and service providers
- Comfortably provide faith-based services for clients of all faiths
- Monitor and evaluate program progress and/or effectiveness
- Coordinate simultaneous activities in an efficient manner
- Ability to refrain from judgments and action based on personal biases

Preferred Education and Experience:

- Associates Degree or comparable credit completion with an emphasis on early childhood education, social work, family systems, or related
- 1-year experience in a position working with youth