

## POSITION DESCRIPTION

Position Title: Lead Youth Advocate  
Program: Adolfo Housing Program  
Reports to: Program Director  
Status: Non-exempt  
Date Revised: 1/2016

**POSITION SUMMARY:** The Adolfo Program provides youth, between the ages 18-24, with history of out-of-home care, with up to three years of safe and supportive transitional housing. The purpose of the program is to provide an environment of healing, support, education and training in an effort to build for each youth a solid foundation of independent living skills, social skills, employment, education and personal responsibility within the safety of transitional housing.

The Lead Youth Advocate is responsible for providing case management services in the Adolfo transitional housing program. The Lead Youth Advocate is also responsible for working closely with the Program Director to insure that safe and effective functioning of the housing sites. The Lead Youth Advocate will be a designated adviser for all Youth Advocates in regards to effective case management and client interaction. Additionally, the Lead Youth Advocate is responsible for complying with all record-keeping requirements of the agency and its funding partners.

### **OBJECTIVES/ACTIVITIES:**

- A. Responsible for advising all Youth Advocates in providing effective intervention plans, corrective action (behavioral contract, suspensions and terminations) and services to the Adolfo residents.
  1. Delegate different responsibilities for each Youth Advocate that promote effective services to Adolfo clientele using strengths-based approach (maintaining partnerships,
  2. Organize meetings and discussions among Youth Advocates and other Adolfo staff that focus on a positive development of the program
  3. Attend job trainings related to effective practices working with at-risk youth
  4. Facilitate trainings for Adolfo staff and interns to increase knowledge about effective practices in working with the Adolfo population
  5. Assess the needs of the youth by utilizing a biopsychosocial-spiritual model.
  
- B. Responsible for performing daily work requirements to achieve established objectives of the Program.
  1. Conduct needs assessments on all residents upon entry and provide evaluation of physical, medical, emotional, psychological and legal needs
  2. Assess, identify and coordinate employment options and educational options for each resident
  3. Develop, monitor and evaluate individual case plans with each resident regarding both short and long term life goals
  4. Provide assessment and referral to substance abuse treatment, mental health treatment, and other intensive treatment options. To include internal referral to Adolfo AOD Specialist.
  5. Provide therapeutic intervention, independent living skills education, practical living skills coaching and crisis intervention services

6. Assist with the training of the on-site, 24-hour mentor staff to create and maintain a participatory team of staff providing empathic and supportive service to residents
7. Maintain all case records, case files and other required record-keeping in a professional, accurate and confidential manner
8. Facilitate recreational activities, transportation services, and group education/training for residents
9. Maintain clear, professional and effective communication with the Program Director, mentor staff, Independent Living Program staff, and other Youth Team participants
10. Other duties as assigned and include emergency shift coverage and 24-hr crisis intervention as required.

C. Responsible for assistance with client development.

1. Provide intervention, independent living skills education, practical living skills coaching and crisis intervention services.
2. Role model and positive behavior to help clients as they work towards self-sufficiency.
3. Consult with facilitators and their curricula with the groups offered to the residents.

D. Responsible for all areas of daily program maintenance in compliance with company policies.

1. Document and report all clients concerns and/or infraction that can impact the program security.
2. Review all shift logs, observation logs, and incident reports daily.
3. Maintain clear, professional and effective communication with the Program Director, mentor staff, Independent Living Program staff, and other Youth Team participants.
4. Comprehend and adhere to ethical standards, program philosophy guidelines and confidentiality laws.

E. Responsible for the assistance of training and development of new staff.

1. Assist the Director in department orientation and training of new employees as requested to assure quality work outcomes.
2. Identify appropriate ongoing training for both new and existing staff and report needs to management.
3. Maintain an above average working knowledge of fire, safety, and health standards to assure safe work environment for clients and all personnel.

F. Responsible for self-development

1. Continually learn and enhance technical and interpersonal skills.
2. Attend staff meetings/assigned training seminars and complete required certifications, i.e. CPR, First Aid, etc.

**EQUIVALENT EDUCATION AND EXPERIENCE:**

A Master's Degree in Social Work with a minimum of 5 years' experience working with former foster youth or other high-risk youth/young adults is preferred. A Bachelor's Degree in Social Work, or related field, is required. A Combination of education and experience will be considered. This position requires demonstrated ability to communicate, comprehend, and follow through on oral and written instruction and to provide services to clients without ethnic or social prejudices. It requires general knowledge of issues and challenges unique to homelessness, substance abuse, young adults, minorities, and persons with disabilities. Specific knowledge and experience with useful intervention with Alcohol and Other Drugs, and dysfunctional family dynamics is preferred. Must be able to utilize a range of interventions to work with clients with varying needs and levels of functioning. Knowledge of the foster care system and local social service provision is required. Knowledge of teamwork and effective team function as a well as analytical and decision-making ability is essential.

**PHYSICAL REQUIREMENTS:**

Must possess functional hearing and eyesight  
Be able to lift up to 50 pounds  
Sit, stand and walk frequently  
Bend, stoop and kneel frequently.

**SUPERVISION RECEIVED:**

Daily activities are many times performed independently with accessible guidance and direction from the Program Director. Must be able to function both independently and in a team environment working towards attainment of operational goals and contract compliance.

**SUPERVISION EXERCISED:**

This position will mentor and coach the Youth Advocate team on a clinical level but will not directly supervise them. This position will be a task supervisor for contracted interns from various colleges.

**RESPONSIBILITIES FOR BUSINESS CONTACTS:**

This positional requires daily contact with county/state/city and business entities, clients, and all levels of support staff. The Lead Youth Advocate is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships with all clients. Tact, discretion, and resourcefulness are required at all times.

**FINANCIAL RESPONSIBILITY:**

The Lead Youth Advocate is responsible for itemizing their approved expenditures made on behalf of the program and must submit receipts in a timely fashion to the Program Director. Assistance with procurement of program furniture, supplies, and client assistances needs is required. Substantial financial loss through loss of business contracts is possible.

**NUMBER OF EMPLOYEES**

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**This job description does not constitute a written or implied contract and may be changed as business needs arise.**

Indicate anything that would keep you from meeting the job duties as outlined above.

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Employee Signature \_\_\_\_\_ Date Signed: \_\_\_\_\_