



POSITION DESCRIPTION

Position: **Youth Advocate** Status: Non-exempt
Program: Adolfo Transitional Housing Program Date Revised: 9/2013
Reports to: Program Director

POSITION SUMMARY:

This position is responsible for developing, implementing, and maintaining a case management plan to assist the program's clients with accessing continuing education, employment, and addressing any bio, psycho, social issues that may lead to homelessness, criminal behavior, or otherwise non-productive lifestyles. The position is also responsible for providing life skills training.

OBJECTIVES/ACTIVITIES:

DIRECT SERVICE

1. Conduct needs assessments on all clients upon entry and provide evaluation of medical, physical, emotional, psychological and legal needs
2. Coordinate employment options, coordinate educational options, coordinate recovery options for substance abuse or mental illness or any other special needs.
3. Develop and conduct living skills training and education, individually and in groups.
4. Coordinate transportation needs.
5. Provide individual and group counseling.
6. Assist in securing all viable income sources.
7. Facilitate recreational activities.
8. Provide crisis intervention and management as needed.

INDIRECT SERVICE

9. Liaison between clients and community service agencies to meet client needs.
10. Maintain a list of all available community services and providers.
11. Assure a safe, non-judgmental environment for the clients.
12. Maintain positive, professional, relationships with clients and staff.
13. Participate in agency and outside training sessions.

RECORDKEEPING AND COMMUNICATION

14. Maintain files on each participant which will include psycho-social information, short and long term plans to maintain and improve self-sufficiency. Document progress and assistance in removing obstacles to set goals. Provide routine documentation of coordination and follow-up of all areas.
15. Provide records and services in compliance with agency policies, regulatory and funding source requirements.
16. Maintain daily, clear and thorough communication with the Director on all areas of responsibility listed in this job description.

OTHER

17. Perform other reasonable related duties as assigned by Program Director.
18. Provide emergency shift coverage when necessary.

EQUIVALENT EDUCATION AND EXPERIENCE:

This position requires a Masters Degree in Social Work/related field or a Bachelors Degree in Social Work/related field plus equivalent experience working with foster youth. This position requires demonstrated ability in record keeping, good written and verbal communication skills, knowledge of problems unique to young adults, minorities, persons with disabilities, substance abusers the general foster youth population. This position requires CPR and First Aid training with ninety (90) days of employment date and re-certification as necessary and T.B. testing annually. A valid California driver's license is required.

SPECIFIC SKILLS REQUIRED:

Basic computer skills
Teamwork skills
Oral and written communication skills
Ability to assist other people
Ability to communicate appropriate personal and professional boundaries with clients and staff
Organizational skills
Analytical and decision making ability

PHYSICAL REQUIREMENTS

Lift and move up to 50 pounds
Stand, walk and sit frequently
Bend, stoop and kneel frequently

SUPERVISION EXERCISED:

This position does not supervise, however, may be delegated training and lead responsibilities as the program needs may require.

NATURE OF SUPERVISION RECEIVED:

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

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires daily contact with county/state/city and business entities, clients, and all levels of support staff. The 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:

Substantial financial loss through loss of business contracts is possible.

NUMBER OF EMPLOYEES

No employees report to this position.

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.

Employee/Signature _____

Date Signed: _____