

YOUTH ADVOCATE

Job Description

General Description: The Youth Advocate will be responsible to perform a variety of duties related to the development, coordination, and enhancement of the organization's youth advocacy, outreach and education programs. The Youth Advocate will work closely with the Youth Advocacy & Program Coordinator to ensure ideal and best-practice services for youth victims/survivors are provided and job duties are being completed.

Duties and Responsibilities (non-inclusive):

A. Youth Advocacy

- ◆ Assist in the development and implementation of outreach efforts for youth IPV to access advocacy services;
- ◆ Provide advocacy and support to youth victims/survivors;
- ◆ Assist in the development of specialized programming for youth victim/survivors;

B. Youth Violence Prevention Programming

- ◆ Further enhance violence prevention curriculums for grades preK-12;
- ◆ Provide local schools and other youth organizations violence prevention education to school personnel, youth workers, parents and students/youth;
- ◆ Must have knowledge of victim dynamics and the ability to discuss in age-appropriate manners with youth;
- ◆ Conduct and report on evaluation techniques as outlined by the Youth Advocacy & Program Coordinator and Outreach & Evaluation Coordinator;
- ◆ Participate on relevant committees and networking opportunities.

C. Victim Advocacy

- ◆ Take on-call shifts as needed to provide crisis intervention, advocacy, safety-planning and support services to victims/survivors 24-hours a day.

D. Other Responsibilities

- ◆ Report to the Youth Advocacy & Program Coordinator regularly, providing updates on current issues and operations of program services and other job duties;
- ◆ Maintain complete files, including appropriate documentation of all outreach sessions provided and information for statistical and grant-requirement purposes;
- ◆ Submit written quarterly reports to the Executive Director, cc'd to Youth Advocacy & Program Coordinator and Outreach & Evaluation Coordinator;
- ◆ Attend staff and volunteer meetings;
- ◆ Attend pertinent training seminars and conferences to advance personal knowledge while incorporating what is learned into work activities;
- ◆ Participate in special events of the agency;
- ◆ Participate as a victim advocate, taking on-call shifts on a regular basis;
- ◆ Complete any other duties assigned.

Required knowledge, skill, and abilities:

- ◆ Allocate time and duties at 99% Direct Service/Programs, 1% for participation at Fundraising Events.
- ◆ Ability to work independently, in an efficient and effective manner;
- ◆ Ability to work cooperatively with other staff and a variety of agencies and professionals;
- ◆ Sign and adhere to confidentiality requirements;
- ◆ Must complete 32-hour initial advocate training;

- ◆ Must have excellent communication skills, written and oral.

Physical Requirements:

- ◆ Ability to perform light to moderate physical work and lift and carry up to 25 pounds, and occasionally 50 pounds
- ◆ Ability to ride, climb, reach, grasp, kneel, pinch, stand, walk, sit, bend, push, pull, and perform a variety of similar body movements;
- ◆ Possess hand/foot/eye coordination adequate to operate a computer keyboard and other office equipment, and to operate a vehicle;
- ◆ Ability to talk and hear in-person, by telephone, and two-way radio;
- ◆ Ability to see and read case files, legal documents, resource manuals, volunteer training manuals, characters on a computer screen and other necessary materials.

Education and experience: BA/BS degree in related field or equitable work experience in relevant field preferred but not required. Youth-related work experience desired.

Type of Employment: Pull-time, salaried, exempt employee 24-32 hours per week August 1st – May 31st, with some evening and weekend work hours and overnight travel required. Salary based on qualifications and experience, starting at \$20/hr. Paid time off and holidays are included. Monthly benefit package provided according to availability of funding.

Work Environment: Work is normally carried out in a school or youth and community facility setting where hazards are minimal and temperatures are controlled; hazards may be involved when responding to victims, including dealing with angered victims, family, friends, and defendants.

Other: Occasional evening and weekend hours and overnight travel required.