



Job Title: Youth Advocate – Spirit Valley
Reports to: Supportive Housing Manager

GENERAL DESCRIPTION:

The Youth Advocate is responsible for oversight of the Spirit Valley Resident Program in the absence of the Case Manager. Excellent people skills are a must for this position.

MINIMUM QUALIFICATIONS:

- 21 years of age
- High school diploma or GED
- Ability to pass DHS background check
- Ability to work effectively with the public, clients, staff and residents
- Ability to handle crises, problem solve, make judgments or decisions independently, appropriately and quickly as needed.
- An essential understanding of and commitment to the fundamental principles of the YWCA's mission.

Desired Qualifications:

- AA or Bachelors Degree in Human Services field or equivalent experience
- Knowledge of race and gender disparities
- Experience or knowledge working with high risk youth
- Knowledge of vulnerable adult laws

DUTIES AND RESPONSIBILITIES:

- Uphold and further the mission of the YWCA
- Always maintain a friendly and helpful image towards residents, staff and visitors to the YWCA Spirit Valley facility.
- Able to obtain CPR certification
- Direct, monitor, screen people as they enter the YWCA facility.
- Answer telephone calls/take messages as needed.
- Log and report any incidents or concerns and bring them to the attention of the appropriate supervisory personnel.
- Adhere to the YWCA Spirit Valley Residents Manual policies and procedures.
- Call emergency personnel as needed (fire, police, etc.)
- Financial responsibilities: Receive and receipt payments from residents for YWCA services. Payments must be made by check or MO.
- Staff at all shifts must remain awake.
- Complete hourly rounds in the residence area during all shifts.
- Maintain building security at all times.

ADDITIONAL DUTIES:

- Act as a YWCA spokesperson when appropriate.
- Abide by current YWCA safety regulations as defined by OSHA, Fire Department and other regulatory agencies. Arrange training for program staff to maintain the safety of all clients and staff.
- Support the mission of the YWCA
- Other duties as assigned

PHYSICAL REQUIREMENTS:

- Ability to hear the conversational voice with or without a hearing aid.

- Ability to speak and be understood under normal circumstances.
- Ability to lift and carry items weighing up to 50 pounds
- Ability to use arms, hands, legs and feet with or without corrective devices to accomplish the job, including evacuation of the building during emergencies.

CORE VALUES:

- **Justice** – Believe, and work to create, an equitable community that values the worth of all women and girls
- **Social Change** – Participate in efforts that make a significant impact on societal attitudes, behaviors, policies and laws to advance economic, political and gender equity
- **Empowerment/Freedom** – Believe all women and girls have the right to define themselves and their own lives as they see fit.
- **Inclusion** – Work towards the full participation of ALL women and girls in every level of our organization and community.
- **Collaboration** – Believe that by working together we can accomplish more and have greater results.