



Daybreak Star Indian Cultural Center
 Post Office Box 99100, Seattle, WA 98139
 Phone: (206) 285-4425 Fax: (206) 282-3640

JOB ANNOUNCEMENT

JOB TITLE:	Youth Advocate Lead		
PROGRAM:	Labateyah Youth Home	FLSA STATUS:	Full Time
LOCATION:	9010 13 th Ave N.W.	WORK SCHEDULE:	SWING Shift
REPORTS TO:	Youth Home Program Director	PAY RANGE:	\$16.00/hr

JOB SUMMARY:

The Youth Advocate Achievements Lead works directly with residents ages 18 to 23, in a mentorship role, assisting youth in fulfilling their goals to become independent and obtain permanent housing. This position reports directly to the Youth Home Director or designee and is responsible for ensuring weekly routines are maintained in accordance with Labateyah policies and procedures, as well as collaborating with all youth in their employment and education counseling and life skills training; assisting in long-term self-sufficiency planning and the execution of these plans. Assist in oversight support of resident interns. This position also enables us to develop a broader network of resources and referrals, so that we can provide the best possible counseling, placements, and assistance for each resident.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure youth home policies and procedures are consistently followed. Assist Program Director in ensuring program goals are met.
- Responsible for assisting residents in the transition to self-sufficiency and permanent housing via documented primary/advocacy meetings.
- Conduct housekeeping activities and ensure resident rooms are neat and that chores are completed.
- Ensure safety of residents, youth home and grounds at all times.
- Provide supervision and direction to youth home residents.
- Provide crisis intervention and referral to services as needed, including cultural resources.
- Assist in facilitating resident groups or activities as directed and encourage participation in cultural activities.
- Ensure that residents practice cleanliness and order; and that residents complete their daily chores.
- Maintain accurate and timely written documentation in resident files.
- Attend all staff meetings, shift exchanges and resident staffing, providing input as needed.
- Ensure residents make progress in fulfilling personal goals, utilizing youth advocate resource guide and collaborating with other staff.
- Create an internal clearinghouse of education and employment opportunities, updating the youth advocate resource guide.
- Ensure residents are met with weekly or biweekly to confirm their employment/education/life skills plan continues to meet their needs and is being actively followed.

- Assist in the curricula, teaching, and speaker scheduling of the weekly life skills classes.
- At least two weeks before each client’s transition out of Labateyah, the Achievements Lead will meet with residents to ensure they will be able to support themselves financially, budget, and otherwise maximize their economic self-sufficiency on departure.
- Collaborate with program management to assess the pilot internships, work to continue, and potentially expand the on-site internship program depending on pilot outcomes.
- Monitor completeness and timeliness of all youth advocate primary meetings and point sheets, creating a monthly report on status for all advocates/residents.
- Provide on the job training and supervision of other youth advocates to ensure compliance with expectations of position, compliance with policies and procedures.

QUALIFICATIONS:

- Demonstrate decision making skills and crisis intervention skills.
- Ability to work with diverse populations, specifically the urban Native population, including knowledge of Native American history, an understanding of the diversity of local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience.
- Excellent oral and written communication skills required.
- Must be confident, quick thinking and enjoy challenges.
- Reliable, trustworthy and team oriented.
- Relevant knowledge and youth advocacy experience with regard to employment, education, life skills, and financial management.

PREFERRED QUALIFICATIONS:

- High school diploma or GED and experience as a paid worker, intern or volunteer in a social/human services field.
- Applicant must pass a background investigation, including relevant criminal history.
- Must have Negative results to a pre-employment drug screen test.
- Applicant must have a valid driver’s license.
- Must have strong personal boundaries and high ethics.
- Must be a healthy role model and mentor, as well as substance abuse free.
- Possess knowledge of and cultural sensitivity to the needs of Native American/Alaskan Native Youth.

AMERICANS WITH DISABILITY SPECIFICATIONS

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

- Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is not exposed to weather conditions.

<p>JOB POSTING DATE: Internal Release: February 5, 2018 Released to Public: February 8, 2018</p> <p>CLOSING DATE: Open, until filled</p>	<p>APPLICATION PROCEDURE Submit Cover Letter and Resume to: Email: jobs@unitedindians.org</p>
<p>COMPENSATION: \$16.00 per hour Plus, Excellent Benefit Package, after 90 days.</p>	<p>APPLICATIONS FOR EMPLOYMENT can be obtained at: Daybreak Star Indian Cultural Center: Human Resources Or click on fillable form: COMPLETED APPLICATION</p>
<p><i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i></p>	<p>SUBMIT APPLICATION TO: jobs@unitedindians.org or send to United Indians of All Tribes Foundation Daybreak Star Indian Cultural Center PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640</p>