



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

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Youth Advocate Lead</b>		
<b>PROGRAM:</b>	Labateyah Youth Home	<b>FLSA STATUS:</b>	FT
<b>LOCATION:</b>	9010 13 <sup>th</sup> Ave N.W.	<b>WORK SCHEDULE:</b>	Swing
<b>REPORTS TO:</b>	Social Serv. Admin. w/Prog.Dir. support	<b>PAY RANGE:</b>	\$19/hr (at least through 9/23)

### JOB SUMMARY:

The Youth Advocate Lead works directly with residents ages 18 to 24, in a mentorship role, assisting youth in fulfilling their goals to become independent and obtain permanent housing. This position reports directly to the Social Services Admin., with Program Director support, 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 and Youth Advocates. 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 WITH PROGRAM AND CLIENTS:

- Ensure youth home policies and procedures are consistently followed. Assist Social Services Admin. and Program Dir. in ensuring program goals are met.
- Responsible for providing direct services to residents in their transition to self-sufficiency and permanent housing.
- Conduct housekeeping activities.
- 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 and other activities.
- Ensure that residents practice cleanliness and organization; and that residents complete their daily chores and maintain a clean and orderly room.
- Maintain accurate and timely written documentation in resident files, including progress notes, primary/advocacy meetings and incident reports.
- 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.
- Assist in the curricula, teaching, and speaker scheduling of the weekly life skills classes.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES WITH YOUTH ADVOCATE STAFF:**

- Provide on the job training and supervision of other Youth Advocates to ensure compliance with expectations of position, and compliance with policies and procedures.
- Provide direct supervision and oversight to ensure that Youth Advocate staff engage youth to meet goals, access support services, receive housing search assistance, life skills training, budget creation assistance, etc., to support a successful move to independence.
- Monitor completeness and timeliness of all Youth Advocate primary meetings and goal sheets, creating a monthly report on status for all advocates/residents. 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 completion of bi-weekly time sheet submissions, checking accuracy.
- Assist in ensuring that shifts are adequately covered and that main office calendar is updated re: shift coverage.

## **QUALIFICATIONS:**

- High school diploma or GED and experience as a paid worker, intern or volunteer in a social/human services field.
- Demonstrate decision making skills and crisis intervention skills.
- Excellent oral and written communication skills required.
- Applicant must pass a background investigation, including relevant criminal history.
- Applicant must have a valid driver's license.
- Must be confident, quick thinking and enjoy challenges.
- Reliable, trustworthy and team oriented.
- Must have strong personal boundaries and high ethics.
- Must be a healthy role model and mentor, as well as substance abuse free.
- Relevant knowledge and youth advocacy experience with regard to employment, education, life skills, and financial management.

## **OTHER KNOWLEDGE, SKILLS AND ABILITIES:**

- Possess knowledge of and cultural sensitivity to the needs of Native American/Alaskan Native Youth. Ability to work with diverse populations, specifically the urban 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.
- Demonstrate decision making skills and crisis intervention skills.
- Excellent oral and written communication skills required.
- Must be confident, quick thinking and enjoy challenges, reliable, trustworthy and team oriented.
- Must have strong personal boundaries and ethics; be a healthy role model and mentor, as well as substance abuse free.

## **KEY COMPETENCIES:**

- Knowledge of homelessness and how it impacts our communities.
- Cultural competency/humility with diverse populations and their journeys.

**SPECIAL REQUIREMENTS:** *Due to licensing/insurance requirements or accreditation standards, some positions may require additional information to determine ability to satisfactorily perform the job tasks.*

- Applicant must pass a background investigation, including relevant criminal history.

- Valid U.S. driver's license preferred.
- Complete required training and certifications for job, including CPR/First Aid, HIPAA, Motivational Interviewing, Harm Reduction, Positive Youth Development, Trauma Informed Care within 90 days of employment.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly required to talk and hear. The employee is required to stand, walk, sit, use hand to finger, reach with hands and arms, and operate a vehicle. Majority of work involves computer usage, sitting for long periods of time and computer usage. Work is primarily done in an office environment and community locations but travel to agency office sites and meetings is required.