



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

JOB DESCRIPTION

JOB TITLE:	Peer Advocate	PROGRAM:	Labateyah Youth Home
LOCATION:	9010 13 th Ave N.W.	WORK SCHEDULE:	PT, 20hrs/wk
REPORTS TO:	Soc. Serv. Administrator w/ Program Director support	PAY RANGE:	\$17.00/Hr.

JOB SUMMARY:

The Peer Advocate works directly with residents ages 18 to 24, in a mentorship role, assisting youth in fulfilling their goals, working toward greater self-sufficiency and obtaining permanent housing. This position reports directly to the Social Services Administrator and is responsible for daily management of the home and ensuring weekly routines are maintained in accordance with Labateyah policies and procedures; helping to create a safe, caring and positive environment for change and development. A peer advocate is a currently or formerly homeless youth.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure youth home policies and procedures are consistently followed and ensure safety of residents, youth home and grounds at all times.
- Responsible for assisting residents in the transition to self-sufficiency and permanent housing. Work collaboratively with other staff and outside agencies in engaging youth to participate in the development and follow-through of individualized plans.
- Conduct housekeeping activities, ensure resident rooms are neat and that chores are completed as a part of instructing and assisting with life skills and self-care.
- Provide on-site supervision, while maintaining professional boundaries in providing crisis intervention and counseling to residents. Learn and apply positive youth development and behavior modification techniques, as well as model effective de-escalation and problem-solving skills.
- Provide crisis intervention and referral to services as needed, including cultural resources.
- Assist in facilitating and encouraging participation in resident groups and activities, such as resident council.
- 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 materials and collaborating with other staff.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

EDUCATION:

- High school diploma or GED and experience as a paid worker, intern or volunteer in a social/human services field.

EXPERIENCE:

- At least one year of experience in direct provision of social services, particularly within homeless housing preferred.

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.

<p>JOB POSTING DATE: 09/04/2020</p> <p>CLOSING DATE: To be determined, open as long as needed</p>	<p>Applications available at www.unitedindians.org/about/jobs/</p> <p>Please send applications and resume to jobs@unitedindians.org</p>
<p><i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i></p>	<p>For questions contact HR # 206 475 1353 msalanga@unitedindians.org</p>