



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

## JOB ANNOUNCEMENT

<b>JOB TITLE:</b>	<b>Youth Advocate</b>		
<b>PROGRAM:</b>	Labateyah Bridge Youth Home	<b>FLSA STATUS:</b>	
<b>LOCATION:</b>	9010 13 <sup>th</sup> Ave N.W.	<b>WORK SCHEDULE:</b>	FT, 12a-8a shift,
<b>REPORTS TO:</b>	Youth Advocate Lead, with Soc. Serv. Manager support	<b>PAY RANGE:</b>	\$19.50/Hr. to start

### **JOB SUMMARY:**

The Youth Advocate 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 Youth Advocate Lead, with Social Services Manager oversight, and is responsible for ensuring weekly routines are maintained in accordance with Labateyah policies and procedures.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Ensure youth home policies and procedures are consistently followed.
- Perform advocacy engagement with residents utilizing evidence-based tools including trauma informed care, motivational interviewing, de-escalation, positive youth development, harm reduction, positive communication, SMART Goals, etc.
- Responsible for assisting residents in the transition to self-sufficiency and permanent housing by increasing access to community resources, networking, and skill development in life skills, employment and leasing literacy.
- Conduct housekeeping activities (including kitchen meal prep, meal serving, and cleaning duties, etc.) and exact attention to immediate environmental health and safety needs including ongoing cleanliness, sanitization, and janitorial duties.
- Ensure safety of residents, youth home and grounds at all times, especially maintaining a HIPAA compliant culture.
- 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 maintain an organized and clean room, provide appropriate skill development, as needed. Conduct room checks and monitor attendance.
- Maintain accurate and timely written documentation including resident files, staff log book, required forms, and any documentation as directed.
- Attend all staff meetings, shift exchanges and provide ongoing advocacy insight for resident goal achievements.

- Ensure residents make progress in their individual service plans, contribute and utilize the youth advocate resource guide and contribute to the development and deployment of Life Skills curricula.

### **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.
- 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.
- 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.

### **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.*

- Pass a basic criminal history background inquiry.
- Valid U.S. driver's license.
- 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.