

**Outreach Youth Services Advocate**

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| **Position reports directly to:** | Director of Education and Youth Services |
| **Schedule and overtime:****Starting pay rate:** | Full-time M-F, hours as assigned; Overtime-eligible$15/hour |

**Recommended Qualifications and Skills:**

Degree or completed coursework in relevant area. Experience working with and providing services to youth particularly childcare related. Must be responsible, reliable, energetic, and enjoy working with children. Have familiarity with empowerment and feminist philosophies and principles and able to effectively utilize. An understanding of child development model and positive discipline strategies. Ability to work well with others as well as independently. Must pass a level 2 background screening and provide a valid driver’s license with a safe driving record. CPR certification required.

Physical Requirements:

Ability to:

* Move about the Outreach and Residential properties
* Present to youth, adult participants and community partners both as individuals and groups
* Drive agency vehicles, and transport participants as assigned, this requires a 3 year driving history report for insurance clearance
* Sit at a desk or work station for up to 6 hours
* Participate in light to moderate lifting, cleaning/sanitizing and upkeep of supplies and facilities
* Operate (including basic troubleshooting) computers, printers and other agency technology

**Principal Job Duties**

1. Plan and implement age-appropriate empowerment activities for youth support groups and program activities throughout agency service areas.
2. Provide support for other education and youth programming as needed.
3. Provide childcare for participants as scheduling allows.
4. Complete youth risk assessments and other related documentation within required timeframes.
5. Potentially identify and work with youth who may have been victims of physical, sexual, and/or emotional abuse as well as neglect, and appropriately coordinate applicable services with leadership guidance.
6. Coordinate parent/guardian/family support services with other staff to address needs that arise.
7. Provide support, guidance, and referrals to parent/guardian/family as appropriate.
8. Maintain accurate files (electronic and paper) for all appropriate participants within required timeframes.
9. Supervise volunteers/interns with scheduling, facilitating check-ins, and giving performance feedback.
10. Maintain safe and organized environment for all participants. This includes keeping a regular cleaning schedule for the group room, play areas, playgrounds and storage areas.

Secondary Job Duties

1. Serve as a representative with community partners whose primary efforts address youth issues and needs.
2. Make educational community presentations on domestic violence and agency services as needed/requested.
3. Attend full staff meetings, trainings, and interagency meetings as requested/needed.
4. Complete other duties as assigned by the Director of Education & Youth Services.

**Please submit all resumes to Hannah Thompson at** **hannaht@peacefulpaths.org**