



HOPE Coalition Position Description

Position Title: Youth Advocate

Responsible To: Outreach Manager

FLSA Status: Hourly/non-exempt

Primary Location: Main Office

POSITION SUMMARY (PRIMARY OBJECTIVES OF POSITION):

The purpose of this position is to provide and implement services to children and families served by Kids Count – Abused Children’s Program.

ESSENTIAL FUNCTIONS:

<u>Weight</u>	<u>Function/Duty</u>
	List of major tasks, duties and responsibilities of the position, and the percentage of time spend on each
50%	<p>Direct Services</p> <ul style="list-style-type: none"> • Provides crisis intervention, support, advocacy, and referral information to victims of Child Abuse, Domestic Violence, or Sexual Assault - in person or on the crisis line. • Maintains safety and security. • Advocates for parents and children with community partners or entities. • Provides appropriate services either through connecting to resources within the HOPE Coalition or on a referral basis to outside agencies. • Assists clients with relevant paperwork and applications as needed. • Provides age appropriate activities. • Facilitates children’s groups, specific to ending child abuse and violence • Participates in implementation of activities for children utilizing services. • Assists in filing reparations claims and other related documents. • Completes and discuss safety plans with each client. • Assists in enrolling new children into school.
25%	<p>Programming</p> <ul style="list-style-type: none"> • Helps, plans, and organizes child abuse prevention month activities. • Documents all contact with children and guardian & completes statistical data in a timely manner. • Periodically evaluates, updates, and expands Kids Count programming and support group curricula.
20%	<p>Community Outreach and Awareness</p> <ul style="list-style-type: none"> • Presents to schools, service providers, and/or community members on topics related to child abuse, domestic violence and/or sexual assault. • Develops and implement awareness campaigns. • Collaborates with area law enforcement, medical professionals, city and county attorneys, and other community agencies to increase victim-centeredness.
5%	<p>Other Duties</p> <ul style="list-style-type: none"> • Crossed trained with appropriate positions. • Other duties as assigned by supervisor.

MINIMUM REQUIREMENTS:

- High school diploma or equivalent; Two-year post-secondary degree in related field preferred
- Ability to network and develop community partnerships
- Ability to work well in a collaborative team environment with both internal and external partners
- Experience utilizing Microsoft Office and web based programs
- Ability to pass background check
- Valid driver's license

KNOWLEDGE AND SKILL REQUIREMENTS:

- Knowledge of sexual assault, domestic violence, child abuse and homelessness
- Demonstrate ability to work with diverse populations (ie: elderly, race, gay/lesbian, differently abled, etc.)
- Ability to use a computer and standard office software with minimal instruction
- Demonstrated problems solving skills, including the ability to negotiate, collaborate and manage conflict
- Demonstrated ability to teach positive parenting skills and nonviolent parenting options
- Ability to work independently and as a team member
- Ability to support goals described in the mission, vision statements & strategic planning of HOPE Coalition
- Knowledge of local resources, agencies, and services
- Demonstrate clear written and oral communication skills
- Ability to work in a crisis oriented organization
- Ability to prioritize
- Understandings of confidentiality practices

PREFERRED REQUIREMENTS:

- 2 years or more experience working with child abuse victims/survivors
- Prior experience with non-profit organizations
- Proficient in Spanish

MINIMAL PHYSICAL REQUIREMENTS:

- Ability to lift, carry, push and/or pull up to 50 lbs.
- Ability to file documents
- Ability to enter data into a computer
- Ability to use a telephone
- Ability to interact verbally and in writing with internal and external audiences

OTHER REQUIREMENTS:

- Attends and participates in staff meetings and required trainings
- Keeps appropriate records (work logs, timesheets, mileage, expenses, etc.)
- Understands and complies with agency policies
- Complete the 40 hour Sexual Assault training
- Carry a cell phone and assume on-call duties when needed
- Attends 15 hours of related training annually
- Has reliable transportation

This position description will be reviewed periodically and adjusted according to organization need.

HOPE Coalition is an Equal Opportunity / Affirmative Action Employer and will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.