

UNION SETTLEMENT

Job Description

Position: Youth Advocate
Department: Youth Services
Reports to: SNL Program Director
Hours: 35 hours per week
FLSA: Non-Exempt
Reviewed: 08/17/2018

Overall Responsibilities: Provide case management, activity support, referrals and advocacy.

General Responsibilities:

- Assist in recruitment of participants for the program.
- Identify participants for CORE services to Program Director.
- Assist and, as needed, lead monthly Rap Sessions.
- Assist and provide group management in High Quality Sports & Fitness activities.
- Manage a caseload of 20 participants each cycle.
- Provide coaching, mentoring, guidance, referrals and advocacy to help participants progress successfully in program.
- Provide intervention services including home and school visits as needed.
- Maintenance of weekly contact – including conducting phone calls and attending program activities – with each participant.
- Weekly recording of case notes for progress of each participant on caseload.
- Assist in the collection of documentation from participants, including but not limited to: eligibility documentation, report cards, pay stubs, college admissions information, etc.
- Participate on at least one Youth Services programmatic committee
- Fulfillment of other responsibilities as assigned by the Program Coordinator and Associate Director of Intervention/Prevention Services for Youth

Qualifications:

- Bachelor's Degree in Education or related field; or 24 college credits and at minimum three years' experience working in a youth services program.
- Bilingual (English/Spanish) preferred.
- Strong verbal, written, clerical, organizational, and problem solving skills.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- The ability to perform at a high level.
- Dedication to serving youth in an urban setting.
- Innovation and patience.
- Demonstrated understanding of the challenges facing youth in an urban setting.

To Apply: Please send Cover Letter and Resume to: jobs@unionsettlement.org
Please indicate Youth Advocate in subject of e-mail.

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