

Job Description



Outreach Youth Services Advocate

Position reports directly to:	Director of Education and Youth Services
Positions reporting directly to this position:	Interns and Volunteers
Primary Location:	Outreach Offices
Schedule and Overtime status:	Full-time M-F, hours as assigned (evening hours of 5-8:30pm may be required); Overtime-eligible
Starting pay rate:	\$16/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 them. 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 low risk 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.

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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.

Agency Requirements

All Employees of Peaceful Paths are expected to demonstrate a commitment to:

- upholding the Employee Guiding Principles for the Workplace
- promoting diversity, equity, inclusion and belonging
- professional ethics and standards
- flexibility and teamwork
- protection of confidentiality

I pledge my commitment to the Peaceful Paths values of Advocacy, Choice, Compassion, Empathy, Empowerment, Honesty, Hope, Mentoring, Peace, and Respect.

I will strive to practice these principles daily in my work in order to create an atmosphere where clients and staff are heard and responded to appropriately.

I agree to be held accountable for my actions and agree to hold co-workers accountable in order to create a responsible environment.

I recognize that providing and supporting quality client services is the priority and my actions, attitude, and involvement should *positively* impact every client's experience.

	I do not need any accommodations to complete my work as described in this position summary.
	The following is a description of the reasonable accommodation(s) needed at this time to complete my work as described in this position summary:

By signing below, I agree and understand that I must be able to perform each responsibility as listed in this summary.

Employee Name and Signature

Date

Director Name and Signature

Date