



## **Position:** Youth Advocate

**Purpose:** To promote safety, stability, and well-being for Runaway and Homeless Youth (RHY). Youth Advocates engage youth using the Positive Youth Development model to build a path to long-term success through positive relationships and skills for self-sufficiency.

**Qualifications:** Some combination of relevant college courses and work experience in human services and/or with vulnerable youth populations. Youth Advocates must understand the issues of youth homelessness, sexual identity/preference (LGBTQ), substance abuse, mental health and trauma, abuse, and adolescent development. They must desire to participate in the coordination of services and program development in an interdisciplinary team setting; have the ability to integrate and reconnect youth with natural supports and community resources; and know how to maintain a safe environment – physically and emotionally – for all youth.

To join Jackson Street’s staff, applicants must pass a criminal background history check; have a driver’s license and a driving record sufficient to qualify as approved driver; be available to work flexible shifts at Jackson Street’s shelters in Albany and Corvallis, including nights and weekends; be willing/able to work across a three county region (Linn-Benton-Lincoln) as needed; and have or obtain First Aid/CPR and Oregon Food Handlers certifications.

Applicants must make a good-faith commitment to stay in the position for at least one year, and must be willing to embrace Jackson Street’s mission and values. ***Bi-lingual/Bi-cultural applicants are preferred.***

### **Responsibilities:**

#### GENERAL

- Ensure that youth, volunteers, interns, and visitors adhere to Jackson Street’s rules and procedures.
- Practice an understanding and respect for youth culture, families, and family systems. Use respectful language and listen in a non-judgmental ways.
- Implement the core competencies of Positive Youth Development (belonging, competence, usefulness, and inclusion) in interactions with youth.
- Use harm-reduction and youth-empowerment models to provide on-going support, skill building, and crisis management.
- Motivate and engage youth in creative and encouraging ways, individually and in groups.
- Remain available and supportive to cover shelter shifts, including substituting for other staff on occasion.

#### DIRECT CARE

- Be part of a team providing effective 24/7 supervision for youth in care.
- Implement the normal structures and routines at Jackson Street’s Emergency and Transitional houses.
- Together with youth and other staff, implement and participate in house meals and activities.

*Jackson Street helps youth 24/7/365*

- Assist with advocacy, case coordination, and the process of setting and achieving goals for each youth in Jackson Street’s care.
- Teach (including teaching by positive example) and provide opportunities for youth to build skills and succeed in school.
- Provide crisis intervention and youth and family mediation, as needed.
- At night, conduct regular bed checks.

#### ADMINISTRATIVE

- Abide by state licensing and federal funding requirements.
- Once initial training is completed, demonstrate a thorough understanding of agency policies and procedures.
- Conduct intake and exit procedures in an accurate and professional manner.
- Maintain youth files and shelter logs in a complete and timely manner.
- Conduct call logs, Answer crisis-line calls appropriately, conduct crisis intervention as needed, and document calls.
- Answer other phone calls, be able to answer general questions and direct calls to other staff; take and respond to messages appropriately.
- Maintain a safe, welcoming shelter appearance and complete daily chores.
- Attend required meetings and training.

#### **Physical Requirements for the Position**

The following physical requirements are essential to effectively perform the job duties described:

1. Mobility and Endurance
  - Ability to stand, sit, and walk for extended periods, including frequent movement between various areas within the shelter.
  - Capacity to climb stairs, move between different floors, and perform tasks during overnight shifts.
  - Additional external activities; riding bikes, hiking, walking around town etc
2. Strength and Manual Dexterity
  - Ability to lift and carry items weighing up to 25 pounds, including supplies, food items, or other materials needed for shelter activities.
  - Capability to assist in light cleaning tasks, such as sweeping, wiping surfaces, and tidying shared spaces.
  - Dexterity to write or type notes, update logs, and manage files accurately and efficiently. Accommodations can be permitted with approved programs and devices.
3. Visual and Auditory Ability
  - Sufficient vision to monitor youth activities, conduct bed checks at night, and ensure a safe environment.
  - Adequate hearing to respond effectively to verbal communication, crisis-line calls, and potential emergencies.
4. Communication Skills

- Ability to speak clearly and audibly in various settings, from engaging youth in conversation to handling phone inquiries.
- Capacity to listen actively and respond in a non-judgmental and supportive manner.
- 5. Emergency Responsiveness
  - Physical ability to act quickly in emergency situations, such as evacuating youth, de-escalating conflicts, or administering basic first aid.
- 6. Flexibility and Adaptability
  - Capability to adapt to varying work schedules, including covering shifts during evenings, weekends, and holidays as needed.
- 7. Environmental Tolerance
  - Ability to work in an environment with frequent movement, noise from youth activities, and potential exposure to challenging emotional situations.

Please note : Accommodations can be considered as needed to ensure accessibility.

**Professional Development Opportunities:** Youth Advocates may be offered additional professional development opportunities after completing their One year performance evaluation. At that time the supervisor will discuss these options, assess each Youth Advocate’s interests and determine best fit. If a commitment is made to pursue one or more of these options, training will begin.

**Opportunities include:**

- One Circle groups facilitator
- Anger Reduction groups facilitator or 1:1
- Street Outreach training and relief team
- Case Management continuum shadow
- TOPSoccer Buddy
- Community Booths and Events (with Development or YAMbas)
- NRPM Planning team and implementation
- Increased training opportunities regarding best practices in field
- Teach a PS541 workshop (need to identify a skill for young adults)
- Attend a conference/summit

**Pay and Benefits:** Pay starts at \$17.78 per hour (with a \$0.50/hour increase if Spanish/English bilingual). Benefits include paid time off and holidays, medical insurance with substantial employer subsidy, voluntary vision and dental plans, enrollment in Oregon Saves retirement plan, Employee Assistance Program (EAP), and discounted Verizon Wireless personal phone service.

**Youth Advocates report directly to the Shelter Manager.**