

Position Description

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Information		
Position Title: Youth Advocate – STEP Program	Location: Main Office/Program Site	Date: 7/22/09
Reporting Relationship(s): Position reports to the STEP Classroom Manager for supervisory support		FLSA Classification: Exempt

General Summary

The Youth Advocate provides facilitates positive social, emotional and academic support to children and parents served within the STEP Program using a strength-based approach.

Duties and Responsibilities

- Attend and participate in all pre-placement meetings, home-school and transition meetings for referred and current students
- Provide daily morning and afternoon check-ins to children currently receiving program services, *and* to all children who have transitioned back to their respective home school
- Develop strength-based behavioral interventions and strategies for children and families to facilitate successful academic, social, and family functioning
- Assist in classroom management by promoting, supporting and reinforcing academic and behavioral interventions
- Provide support and facilitate case management services to families by linking them to necessary community resources and providers
- Develop and provide after-school programming to support academic, social and emotional goals of students currently enrolled in program
- Develop and provide summer programming to all current year students to ensure they maintain progress, and provide September check-ins to ensure a successful transition to the next grade level
- Work with a caseload of up to 20 students by developing and sustaining positive relationships and serving as a role model for youth and their families
- Develop and maintain positive relationships with schools and community agencies
- Maintain student records and contact logs
- Maintain a flexible schedule

Education Requirements

Bachelor’s Degree in Social Work or related human service field preferred

Previous Experience Requirement

Experience working with youth, preferably in a school-based setting

Knowledge and Skills Needed to Perform Effectively in this Position

Position Description

Background in the field of Child Development and/or Mental Health

Additional Requirements

- Must be fingerprinted to be submitted for criminal background checks
- Valid Driver License
- Reliable Transportation for daily travel between agency's main office and program sites
- Independent auto insurance with a minimum of \$100,000/\$300,000 Liability limits on personal automobile insurance

Physical Dimensions (Job-related physical abilities an individual needs to possess in order to perform the job in a satisfactory manner)

Ability to visit several schools each day and participate in youth-oriented recreational activities

- *All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*
- *This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.*
- *This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.*