



The Purple Door Job Vacancy

POSITION TITLE: Youth Advocate

STATUS: Full-Time

To Apply: A completed employment application and assessments are required to be considered for employment. The online- application and assessments can be accessed at:

<https://www.ondemandassessment.com/link/index/JB-GCRWV6ZAD?u=77717>

PURPOSE OR FUNCTION OF POSITION: To ensure that educational activity programs are provided for child victims of domestic violence and/or sexual assault.

Duties include, but may not be limited to the following:

- Develop, coordinate, plan and deliver age appropriate and educational youth programming and activities for agency youth.
- Assure that youth activity services are utilized at a maximum and that client needs are met in an appropriate, non-discriminatory manner after school, evenings, Saturdays, and through special summer programming.
- Advocate for child clients by linking families to the local school district as appropriate.
- Advocate for child clients by soliciting community partners to provide activities and resources for agency youth.
- Provide referrals to other areas of programming and/or agencies as appropriate.
- Responsible for coordination of activities, resources, and activities for annual youth camp.
- Oversee the volunteers participating in youth programming.
- Ensure appropriate records are maintained regarding clients and service delivery and reporting requirements.
- Ensure timely preparation of administrative documents and reports as requested/required.
- Attend all meetings and training as directed by supervisor.
- Maintain professional conduct and represent the Agency in a professional manner.

EDUCATION: Bachelor's Degree in human services preferred.

QUALIFICATIONS: Knowledge regarding children and families and experience working with children preferred; team player with superior planning skills and effective oral and written communication skills; able to manage multiple priorities concurrently, meet deadlines, and work with independently; computer literate with proficiency in Microsoft Office products; non-traditional hours to include some evening and weekend hours required.