



# Youth Advocate

## Job Description

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<b>Title:</b>	Youth Advocate
<b>Reports to:</b>	Clinical Director
<b>FLSA Status:</b>	Non-Exempt
<b>Wages:</b>	\$22.36/hour
<b>Job Type:</b>	Full Time
<b>Location:</b>	Project Safe House (Confidential Shelter-East County) Hidden Valley House (Confidential Shelter – North-Inland County)

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**CCS is an equal opportunity employer that strives to create an inclusive environment and a diverse workforce from all backgrounds, abilities, and cultures.**

**Note: Any offer of employment made by CCS is contingent upon providing CCS with valid, accurate, and truthful proof of COVID-19 vaccination. An applicant's conditional offer of employment will be rescinded if the applicant fails to provide proof of vaccination or does not have an approved exemption by the anticipated employment start date. An applicant may qualify for an exemption from the COVID-19 vaccination requirement if they are unable to receive any COVID-19 vaccine due to qualifying medical reasons or based on sincerely held religious beliefs, practices, or observances.**

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**Summary:** Under the direction of the Clinical Director and in close coordination with the Residential Services Manager, the Youth Advocate is responsible for developing and providing onsite trauma-informed direct services and activities for youth (ages 0-18) and caregivers residing in confidential residential programs for families impacted by intimate partner and sexual violence. Youth-centered services will include crisis intervention, safety planning, advocacy with schools and other entities, and activities which increase engagement in communal environment, learning of coping skills to heal from abuse they have experienced, and other supportive activities while in residential program. This position will require working closely with residential advocates and staff across CCS programs, as well as forging collaborative relationships with other youth-serving providers throughout San Diego County. This position requires flexible hours including evenings and weekends depending on client needs.

### **Essential Functions:**

- Conduct developmentally appropriate intakes and needs assessment of incoming youth residents, providing trauma-related education, connecting to resources. Assist in creation of personalized goal plan
- Monitor client progress on goal plans through regular client meetings, providing advocacy services and resources as necessary
- Communicate with parents, on an as needed basis, and in regard to parenting support, including assistance with parenting strategies and child developmental-related topics.



- Develop child-specific curriculum and activities for children/youth with high levels of trauma. Organize and facilitate youth activities onsite including playgroups, leisure/play activities, celebrations, and opportunities for families to gather together
- Provide ongoing advocacy for children/youth, including assisting with school enrollment and ensure families are supported in the transition
- Provide crisis intervention and emergency counseling for youth clients both in-person and over the hotline.
- Ensure ongoing familiarization with all CCS programs and services. Establish and maintain relationships with youth serving organizations. Participate in cross-training and team collaboration efforts.
- Assist with day-to-day operations of the shelter ensuring safety and well-being for all participants of the program.
- Process documentation and prepare reports relating to contact with clients and callers through Efforts to Outcomes (ETO). Maintain the highest levels of accuracy in record-keeping and reporting, ensuring that all client files and documentation are complete and up to date.
- Other duties as assigned

**Job Requirements:**

**Education:**

- Bachelor's Degree in counseling, social work, psychology, child development or related field; or equivalent combination of education and related experience.
- Complete California State-approved Domestic Violence and Sexual Assault Crisis Intervention Training, complete a minimum of 12 hours of ongoing training per year as required (or must complete upon hiring)

**Experience:**

- One year experience working with children, youth, adolescents, or families (preferably at risk or underserved populations)

**Preferred Experience:**

- 6 months experience working with traumatized or at-risk children/youth
- 6 months experience in the field of family violence intervention, client services, and/or crisis intervention
- 6 months experience providing crisis intervention, group activities, advocacy and/or case management
- 6 months experience in residential care
- Preferred- coursework completed in child development or experience working with at-risk youth
- Bilingual oral and written fluency in Spanish

**Core Competencies:**

- Strong interpersonal and communication skills, including conflict resolution skills
- Must demonstrate an acceptance and respect for cultural diversity in all its forms, including ethnicities, sexual orientations, abilities, genders, and religious backgrounds
- Computer proficiency with Microsoft Office Applications (Word, Excel, Outlook, Power point, Access)
- Organized and detail oriented with the ability to effectively multi-task, prioritize, and meet deadlines.
- Ability to maintain a proactive approach and execute all duties in their entirety.
- Maintain confidentiality and professionalism at all times.
- Proactively adapt to always changing requirements and duties.

**Working Environment:**

This job operates in a communal housing facility. Must maintain personal cell phone for work-related purposes. Ability to work in IPV, SA, and stalking fields. Working conditions may include possible exposure to communicable diseases related to those typically found in communal housing. This position is classified as critical and essential under Public Health Authority. Full COVID-19 vaccination required to successfully fulfill the duties of the job.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. While performing the duties of this job, the incumbent is regularly required to see, talk and hear. The incumbent frequently is required to stand, walk, go up and down stairs, stoop, bend, use hands to finger, handle or feel, and reach with hands and arms. Must be able to carry up to 50lbs.

**Travel:**

Travel between CCS business offices and residential sites required for duties (up to 30% mostly within San Diego County). Must have access to reliable transportation available for work-related purposes, a valid California driver's license, and proof of automobile insurance

**Work Hours**

The employee must be available two weekday afternoons and evenings (ex: 12:00 pm – 8:00 pm) and one weekend shift (8:30 am – 5:30 pm) per week. Variable shifts required based on the ages and needs to the residents on site and planned youth activities. The employee will be expected to be on site at residential sites when clients are available.

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**To Apply:** Please submit your resume and cover letter to [AJohnson@ccssd.org](mailto:AJohnson@ccssd.org)