

**Job Title****Family Advocate: Youth Advocacy Focus****FTE****1.0****Reports To**

Family Advocacy Program Manager

Also Supervised By

Youth Initiatives Coordinator

Position Description

The primary focus of the advocate is to provide comprehensive culturally relevant advocacy services to Latina adolescent mothers at two alternative high school programs and to provide support and intervention services to other Latina youth through our Family Advocacy Program. The advocate will work closely with the Family Advocacy Manager and the Youth Initiatives Coordinator, along with other team members, to ensure that positive, meaningful outcomes for participants are achieved.

Functions

- Youth Advocacy
 - Facilitate or co-facilitate weekly group sessions with Latina adolescent mothers at two alternative programs targeting adolescent mothers.
 - Assist participants in identifying goals and methods to achieve them. Provide supportive listening and coaching. Assist in developing and reinforcing safety plans.
 - Develop creative ways for participants to practice and strengthen appropriate social skills and problem solving skills.
 - Identify community resources, coordinate as needed with school social workers and referral agencies, and track participants' progress/outcomes.
 - Prepare for and accompany participants to appointments as needed.
 - Facilitate communication between participants, partner agencies, and service providers.
 - Provide back-up to other advocacy program services as needed, including crisis line, or working with other Refugio or community participants.

- Program Development
 - Provide clear and timely data entry and work documentation for reporting purposes. Contribute to analysis of the Family Advocacy and Youth Initiatives Programs, the organization as a whole, and of community trends.
 - Maintain, evaluate, and update youth initiatives program materials under supervision of Youth Initiatives Coordinator.
 - Attend weekly program meetings, monthly agency staff meetings, and individual weekly supervision meetings with Family Advocacy Manager (or Lead Advocate) and Youth Initiatives Coordinator.
 - Participate in in-service and other job-related training.
 - Provide training or information about domestic violence, dating violence, and Latino realities to other organizations.

- Teamwork Environment
 - Contribute to an effective work team; participate in ensuring team focus on agency mission and forwarding agency strategy of influencing change in the domestic violence field.
 - Promote effective communication, meeting challenges and decision-making.

- Provide ongoing coaching, training, support and an atmosphere for open communication.
 - Assist in training volunteers and new staff as needed.
 - Assist coworkers in remaining outcomes-focused and grounded in a full understanding of the agency mission.
 - Contribute to sustaining a positive work environment that embodies Latino cultural strengths, interdependence and communalism.
- Other duties as assigned.

Qualifications

- Education and Experience
 - High school diploma, or GED, and three years experience in an intervention setting, or
 - A combination of equivalent experience and education.
 - Experience working with at-risk youth, preferably adolescent mothers.
 - Experience working with youth who have mental health and substance abuse issues preferred.
 - Experience in facilitating and engaging youth in group activities and discussions preferred.

- Skills and Abilities
 - Preferred:
 - Understanding of youth development, strengths-based relationship building, and experience in motivating and supporting youth.
 - Understanding of the dynamics of intimate partner violence, sexual violence and trauma including its effects on children and parenting.
 - Required:
 - Strong written, verbal and interpersonal skills in Spanish and English.
 - Knowledge of the Latina community. Bi-cultural experience preferred.
 - Ability to listen and resolve conflicts effectively.
 - Ability to manage multiple priorities to ensure meeting deadlines.
 - Excellent communication skills, professional demeanor, sound judgment, and strong organizational skills.
 - Willingness to work collaboratively, but with the capacity to work independently.
 - Knowledge of and ability to use computers and other technical resources to effectively accomplish work.
 - Ability to travel to various locations for regular meetings or events and to occasionally work weekends or evenings as needed.
 - Must have valid driver's license and adequate automobile insurance.

Working Conditions

- Casa de Esperanza strives for a fully inclusive work environment and does not discriminate on the basis of race, creed, color, sex, national origin, ancestry, religion, age, disability, sexual orientation, or marital status.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.