



JOB TITLE: Youth Advocate

REPORTS TO: Youth Program Coordinator & Education Manager

HOURS: Part-Time, 15-25 hrs weekly, with potential for more

COMPENSATION: \$14.50 hourly base rate, or higher depending on experience

BENEFITS: IRA 3% Match, Paid PTO

Values:

DOVE Center promotes the workplace values of TEAM Excellence; Trust (& Integrity), Empathy, Accountability, Mutual Respect, and Excellence. In addition to our workplace values; DOVE Center expects employees to demonstrate a commitment to our agency Mission and Vision Statement, as well as our agency policies and procedures. Employees are also expected to demonstrate additional personal and professional qualities specific to their role. Specifically, Youth Advocates are expected to be committed to ongoing learning and development as a trauma informed youth advocate and caretaker; and are required to participate in a minimum of 40 hours required victim advocacy training. Youth Advocates are expected to participate in continuing education and maintain expertise on current research and developments in the fields of child development, ACEs, childcare practices, and other pertinent topics.

Job Summary:

Provide trauma sensitive advocacy and childcare to children and youth impacted by domestic violence, sexual assault and other interpersonal abuse and trauma. In addition to individual and group childcare, duties will include interacting with and providing support for the guardian/parent staying in DOVE Center's shelter. The Youth Advocate is also responsible for assisting with various community outreach events and prevention presentations. During youth activities and groups, it is a priority for an advocate to have the ability to reflectively listen to a child/youth and help them feel heard while advocating for their needs and concerns. DOVE's goal in advocacy is to empower any individual to voice their needs and concerns with people they are safe with.

Essential Functions/Duties:

- Meet with children/adolescents within 72 hours of entering shelter and conduct a safety plan
- Provide follow up meetings/support to caregivers regarding their child/youth's needs.
- Consistently update child/adolescent folders and document their participation in services.
- Help plan and facilitate weekly activity groups and classes for children/youth in shelter and in the community.
- Coordinate/collaborate closely with other Education/Youth Program team members.
- Assist supervisor(s) in development of curriculum and protocols for various child/youth related groups and activities
- Attend all mandated training, meetings, and community coalitions, as required/requested by assigned supervisor(s).
- Practice compliance with all policies, record keeping requirements, checklist assignments, assigned documentation, and any other assigned duties.
- Promote healthy boundaries and develop professional relationships with families by modeling positive parenting skills and discussing needs, progress, and challenges.

Job Requirements and Qualifications:

- Knowledge Requirements:
 - Degree, training, and/or experience in child/youth services related field preferred.
 - Proficiency with Microsoft Windows Operating Systems, Word, Excel, Google Suite, and Google Chrome.
 - Understanding of child development, childhood trauma, and child advocacy is preferred.
 - Familiarity with Washington County child/youth resources, agencies, and stakeholders is a plus.

- **Intellectual and Physical Requirements:**
 - Bi-lingual (English/Spanish) preferred, but not required.
 - Bending, twisting, reaching, and other movements may be necessary during activities.
 - Lifting of office and job related materials (up to 50 lbs) may also be requested.
- **Other Information:**
 - Must have reliable transportation and a valid driver's license
 - Travel may occasionally be required for educational or business purposes.
 - Must adhere to the federal VAWA & HIPAA laws pertaining to confidential protected health information.
 - Must adhere to guidelines set forth by DOVE Center, the Department of Human Services (DHS), Office for Victims of Crime (OVC), and other governing bodies, concerning program policies, licensure requirements, and code of ethics.
 - Employment dependent upon the successful completion/pass of a criminal background check and initial onboarding training.

DOVE Center provides equal employment opportunities to all employees and applicants for employment, without regard to race, color, religion, creed, gender, national origin, age, marital or veteran status, sexual orientation, or the presence of handicaps or disabilities, or any other basis protected by state or federal law.

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