



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Outreach Program Advocate**

FLSA Status: Part-Time/Non-Exempt

Reports to: Outreach Coordinator

Leadership Level: Leader

Job Code: 0807

Job Grade:

Revision Date: May 2019

POSITION SUMMARY: Under the direction of the Outreach Program Coordinator, the Advocate works to identify and support homeless youth through community based outreach, direct street outreach, and various drop-in facilities. The Advocate frequently engages with other agencies and providers on behalf of youth, the Outreach Program, and YMCA Oasis as a whole. The Advocate works directly with youth to conduct intakes, provide guidance, meet basic needs, and refer to support services. The Advocate works with all YMCA Oasis staff to assess and decipher the needs of youth. The Advocate delivers all services with non-rejecting, trauma-informed care.

OUR CULTURE: Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

- As directed by the Outreach Program Coordinator (OPC), the Advocate will conduct direct street outreach, community based outreach, and other activities to meet youth in the community, identify youth fitting the McKinney Vento definition of homelessness, and enroll those youths in the Outreach Program.
- Follows a monthly schedule created by the (OPC) and consistently fulfills outreach obligations consisting of community events, working inside local schools, collaborating with other service providers, conducting direct street outreach in the community, etc.
- Effectively networks with other agencies, schools, and service providers.
- Attends and gives youth updates at monthly staff meetings.
- Maintains 24 hours of additional training per year to ensure training, experience, knowledge and demonstrated skills in each area they will be advising.
- Displays a comprehensive understanding of YMCA Oasis services and effectively presents this information to others.
- Effectively utilizes YMCA Oasis methods of record keeping and data tracking.
- Follows all state, federal, and YMCA Oasis policies around confidentiality, mandated reporting, and boundaries.
- Ensures a positive, trauma-informed, Positive Youth Development based confidential environment when conducting outreach activities.
- Effectively completes intakes with youth, ensures their immediate needs are met, and communicates with the OPC to provide further case management services.
- Displays a working knowledge of youth resources in the community.
- Develops positive relationships with program participants and remains aware of youth's strengths, challenges and needs and ensures those needs are met through YMCA Oasis services or through referral to other YMCA or community programs. Ensures collaboration with other Oasis personnel and service providers.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to use a computer, and other office equipment, and be able to communicate using phone and electronic devices.
- The employee frequently is required to stand and/or walk for long periods of time.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust. The noise level in the work environment varies from low to high.
- The employee will be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex problems; may use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks and work under intensive deadlines with frequent interruptions.
- The employee must be able to interact with members, staff, volunteers, and others encountered in the course of work, some of whom may be dissatisfied individuals.
- This position is based on a 20-25 hour work week and requires the employee to have a flexible schedule. This position also involves regular local travel and the employee must be comfortable entering homeless encampments to identify youth who may be in need of service.
- Employee must be willing to work in inclement weather.

QUALIFICATIONS:

- 2 years’ previous experience working with youth OR some combination of equivalent education and experience.
- Must be fluent in English and Spanish
- At least 1-year previous experience working with homeless/runaway youth is preferred.
- Previous experience working in public schools and/or CSEC involved youth is preferred.
- Strong organizational skills, a commitment to punctuality, and consistent reliability.
- Strong skills in communication, collaboration, and crisis management.
- Strong interpersonal skills and confidence in working with homeless/runaway youth.
- Ability to effectively and rapidly respond to safety and emergency situations.
- Firm understanding of the Harm’s Reduction and Housing First models.
- Familiarity with the Department of Social and Health Services, and other public funding entities.
- TB Test by Mantoux method (required before beginning work).
- Current Food Handler’s Card within 30 days of employment.
- Current state approved certifications in CPR/AED, First Aid & Bloodborne Pathogens, as well as Abuse Prevention and Mandatory Reporting training required within 30 days of hire.

SIGNATURE:

Job descriptions represent a general outline of job duties, functions and qualifications. They are not intended to be comprehensive in nature. In addition, jobs evolve over time and therefore their description may not reflect the precise nature of the position at a given point in time.

I have reviewed and understand this job description.

Employee’s Signature

Date

Printed Name