



413 Ninth Street
Glenwood Springs, CO 81601
970-945-9300
www.youthzone.com

Career Opportunity

Youth Advocate - CYDC & Diversion Specialist

About YouthZone

YouthZone currently serves over 2,000 youth and their families every year by offering a wide variety of evidence-based programming through which our clients find safety, compassion, and education as they work to overcome the personal struggles they face. Our programs include youth assessment, parental guidance and support, individual and family counseling, restorative justice, court programs and monitoring, educational workshops, and much more. Ninety percent of our clients maintain their healthy behaviors after graduating from YouthZone. Founded in 1976, YouthZone has been, and continues to be a family-first nonprofit dedicated to fostering positive youth development for teens throughout the Western Slope of Colorado. We aim to hire diverse, family-focused team members who believe that growth is possible for all of our clients.

Our Vision: *Hopeful Youth; Strong Families; Safe Communities.*

Our Mission: *YouthZone provides comprehensive assessment and advocacy to inspire healthy relationships between youth, families, and communities.*

YouthZone strongly encourages black, indigenous, people of color, immigrants and LGBTQ+ people to apply. We are an equal opportunity employer, and we welcome everyone to consider joining our team.

YouthZone is committed to inclusion. YouthZone advocates for equality. YouthZone has a long history of promoting justice.

Employment Classification

Full-time, non-exempt; 40 hours per week. Reports to Assistant Director. Based in our Glenwood Springs or Rifle office, this position requires access to a reliable vehicle for periodic travel throughout the Colorado Ninth Judicial District, which includes Garfield, Rio Blanco and Pitkin Counties. It is expected that the CYDC/Diversion Specialist will also provide services in our auxiliary offices as needed.

Hiring Salary Range: The starting annual salary range for this position begins at \$51,500.

Background Information

The *Colorado Youth Detention Continuum (CYDC)* provides structure and funding to the Ninth Judicial District of Colorado for a continuum of services designed to ensure that youth charged with district-level offenses are supervised at a level that is commensurate with their risk to the community. YouthZone holds the CYDC contract for Ninth J.D. and thus is responsible for the screening of all youth facing a district court charge for an assessment of risk – to themselves, and/or to the community. In addition to providing supervision and case management of these juveniles, YouthZone coordinates an array of supportive services based upon a locally derived Juvenile Services Plan that is created by the CYDC Coordinator under the direction of the Ninth Judicial District Juvenile Services Planning Committee (JSPC).

Colorado's *Juvenile Diversion Program* was established in 1974 as an alternative to the traditional court process for eligible, first-time, juvenile offenders. Recently passed (2021) legislation stipulates that all eligible youth facing district-level charges are automatically assessed and screened for referral to Diversion. In the Ninth Judicial District, YouthZone has been sub-contracted by the District Attorney to administer and deliver Juvenile Diversion services with the primary goal of preventing further contact with the police and criminal justice system. Along with screening and assessment, YouthZone's Diversion

program includes restitution programs, community service opportunities, job training and placement, specialized tutoring, constructive recreational activities, mental health counseling, and follow-up activities.

Position Overview

With an analytical mind and a compassionate nature, Youth Advocates at YouthZone serve as coordinators, mentors, coaches and trusted adults for our youth clients. Youth advocates assess the strengths and the needs of each youth, then coordinate and monitor restorative activities, treatment plans, and other interdisciplinary care, while ensuring that court-mandated requirements are also met. On any given day, youth advocates may perform intake interviews, check in with clients, meet with parents, arrange resources, and complete reports and data entry.

The CYDC/Diversion Specialist will work directly with the CYDC and Diversion Coordinator(s) to support and provide specialized services for juvenile clients referred to YouthZone specifically for CYDC or Diversion Programs as outlined in the Juvenile Services Plan, and Diversion contract.

YouthZone Youth Advocates possess deep empathy and understanding of adolescents, creativity and the ability to problem solve with parents and service providers, and persistence in advocating for youth clients. The successful candidate will possess a basic knowledge of youth assessment, implementation treatment plans, and some experience providing services directly to youth.

The CYDC/Diversion Specialist at YouthZone must be able to handle several tasks at once in a calm, organized fashion in order to monitor and track multiple youth clients, each enrolled in a different program with a unique service plan. They also must be patient, flexible, and adapt well to fluctuating needs.

The successful applicant will be a detail-oriented self-starter, who is passionate about supporting adolescents through difficult circumstances. They will be a natural "people-person" and a lifelong learner who is comfortable with ambiguity, and approaches their work with a hopeful, "can-do" attitude.

As a full-time employee of YouthZone, the CYDC/Diversion Specialist will also be required to meet the organizational responsibilities expected of all YouthZone team members as outlined herein.

Essential Functions, Responsibilities and Abilities of the Youth Advocate-CYDC/Diversion Specialist at YouthZone

- Conduct intakes and initial needs assessments. This includes the YouthZone intake survey, and any assessments associated with Diversion and CYDC programs.
- Utilize assessment findings to identify needs/risks of youth and family to develop unique case plans that leverage prosocial behaviors and reduce the risk to the community.
- Develop individual program plans for each client that meet the requirements of the program in which they are enrolled. These plans may include attending support/prevention groups, cognitive behavioral classes, counseling, etc.
- Generate necessary contracts with youth and parents to describe the program expectations and requirements.
- Refer clients as needed to service providers, with approval from the CYDC Coordinator.
- Prepare case plan information to facilitate compliance with court orders. Compose reports for hearings (Court, District Attorney, Public Defender, Human Services, and Probation).
- Prepare progress, incident, or termination reports for court hearings. In addition, prepare case summary reports for the court and attend court on active clients when necessary.
- Collaborate with other agencies involved with the youth including YZ staff, probation, service providers, attorneys, schools, and counselors. Attend all meetings pertaining to assigned youth.
- Monitor EHM conditions/scheduling when ordered by the court.
- Monitor and verify youth progress toward their goals/activities, maintain regular contact with youth, family members/guardians, school staff, and/or other services providers as needed to discuss progress, problems, and solutions.
- Prepare detailed court reports as needed regarding youth progress in meeting requirements.
- Accurately chart and enter data in the YouthZone database (Salesforce).

- Accurately chart and enter data in the State Diversion and CYDC databases.
- Abide by confidentiality guidelines and HIPAA compliance standards.
- Prepare and facilitate in-house groups for youth clients.
- Employ interpersonal and communication skills to develop and maintain effective working relationships with all internal and external stakeholders.
- Ability to organize and prioritize workload in an often-hectic environment with frequent interruptions.
- Ability to work in a cooperative and collaborative manner within a clinical team setting.
- Knowledge of local community health and mental health resources.
- Employ principles of trauma-informed care with all clients.

Education, Training and Experience

- *Required:* Bachelor's degree from an accredited, four-year institution, OR any demonstrable combination of education, training, work history and life experience that would lead to success in this position.
 - *Highly desirable:* Major or substantial coursework in social work, psychology, mental health, counseling, education, juvenile justice, or related field.
- *Required:* Three or more years of experience working with young people and adolescents, ages 10 to 18 years old.
 - *Highly desirable:* case management experience.
- *Required:* High proficiency with MS Office programs: Outlook, Word, Excel, and PowerPoint.
- *Required:* Proficiency with office technology and equipment, including fax machines, printers, copiers, scanners, and computers.
- *Highly desirable:* Clinical health experience and/or knowledge of age-appropriate youth behaviors and family dynamics.
- *Highly desirable:* Bilingual in Spanish and English; Strong verbal and written communications skills in English, and ability to understand and to make oneself understood in Spanish.

Working Relationships of Youth Advocate-CYDC/Diversion Specialist at YouthZone

- Reports to the Assistant Director.
 - Meet regularly with Assistant Director for employment coaching and support, training and general support of work/life balance.
- Receives clinical supervision from the Clinical Director.
 - Meet regularly with Clinical Director to discuss client progress, treatment plans, and overall clinical support.
- Receives direction from the CYDC and Diversion Program Coordinator(s).
 - Meet regularly to discuss client progress, treatment plans, and fidelity to CYDC and Diversion requirements.
- Professional and collaborative relationship with all members of Direct Service team.
- Actively participates in Client staffing meetings, direct service team meetings, and trainings.

Other Requirements

- Participation in a child abuse registry check, fingerprint/Colorado Bureau of Investigation check, driving history check, and drug screen.
- Professional attitude, and courteous manner.
- Exceptional task and time management skills.
- Creativity and strong problem-solving skills.

Required Responsibilities of YouthZone Team Members

- Establish and nurture key relationships, both internal and external.
 - Serve as an ambassador for YouthZone and its mission throughout the communities we serve.
 - Be prepared to provide accurate information and answer questions about YouthZone's programs, services, and development opportunities. This includes the ongoing Wish List.
- Establish meaningful customer and client relationships.
 - Ability and willingness to work with youth and adult clients with an attitude of respect, compassion and non-

judgment.

- Ability to problem-solve with parents and service providers in order to best support youth.
- Demonstrate flexibility in scheduling meetings with youth, parents, partners, and stakeholders.
- Maintain administrative responsibilities.
 - Maintain strict compliance with YouthZone operational and safety policies, procedures, and standards.
 - Comply with confidentiality practices, HIPAA guidelines, and mandatory reporting of child abuse and/or neglect.
 - Notify Clinical Supervisor immediately regarding interactions with high-risk clients, and/or emergent situations.
 - Complete all required and requested documentation and reports in a timely manner.
- Participate as a contributing member of the YouthZone Team.
 - Attend and participate in regularly scheduled mandatory meetings.
 - Participate in organizational activities as directed, in order to meet the goals and objectives of YouthZone.
 - Attend and participate in YouthZone fundraising activities and programs, as directed.
 - Uphold YouthZone's Core Values: *We strive to INSPIRE with Integrity, No judgments, Stewardship, and we believe in Possibilities, Inclusiveness, Restoration and Encouragement.*
- Perform any other duties in service to the successful operation of YouthZone as assigned by the Executive Director or Assistant Director.

Required Skills and Attitudes of YouthZone Team Members

- Persistence and assertiveness in advocating for youth.
- Ability to sufficiently type for purposes of crafting reports and correspondence, and for data entry.
- Willingness to share in office maintenance and upkeep, as directed.
- Commitment to the success of the organization and its programs.
- Reliability, friendliness, and conscientiousness.
- Enduring sense of humor.

Benefits of working at YouthZone

YouthZone is a great place to work! In addition to a healthy, supportive work culture, we offer three hours of weekly exercise time, employee retirement plan, health insurance/wellness stipend, and the opportunity to be part of a wonderful team consisting of committed and passionate professional optimists.

An offer of employment at YouthZone will be contingent upon the candidate passing a background screening process that includes Colorado Bureau of Investigation fingerprint check of criminal history, Child Abuse Registry check and drug screen. All YouthZone staff must also show proof of auto insurance and submit copies of diplomas and/or certificates of training.

The statements contained herein reflect general details in order to describe the essential functions of the position, as well as the skills and attitudes necessary for success. It should not be considered an all-inclusive listing of work requirements. Individuals may be required to perform other duties as assigned. This job description does not constitute an employment contract and is subject to change as the needs of YouthZone and requirements of the job change.

To Apply

Send your current résumé and a cover letter in which you:

- Introduce yourself,
- Highlight your relevant skills, training and experience,
- Explain why you would like to work for YouthZone,
- Describe what you would bring to the YouthZone community as a member of our team.

Email your application materials to careers@youthzone.com.