



## Youth Advocate - Job Posting

YouthZone currently serves over 1,500 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. 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 are looking for a Youth Advocate – CYDC & Diversion Specialist to join our team. 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.

### **Essential Duties & Responsibilities**

- Establish and nurture key relationships, both internal and external.
  - Establish and maintain rapport with youth and their families.
  - Establish and nurture an appropriate and professional connection with youth that supports their growth and development.
  - Attend municipal, district, and county courts on regularly scheduled dates.
  - Organize staffing to develop an individualized family service plan with enrolled clients.
  - Collaborate with other community resources to maintain and develop positive working relationships.
- Establish meaningful customer and client relationships.
  - Conduct initial assessment of youth client needs, and those of his/her family in order to develop and implement an effective service plan.
  - Monitor client utilization of services as outlined in the service plan.
  - Advocate for clients and families having difficulty receiving needed services, and provide assistance as needed.
  - Respond promptly to client's needs and requests for support.
  - Notify Clinical Supervisor immediately regarding high-risk clients, and/or emergent situations.
  - Facilitate and organize YouthZone groups and programs, as directed.
  - Remain flexible in setting times and places for meeting with clients.
- Maintain administrative responsibilities.
  - Maintain client records and document work activities in accordance with YouthZone standards and practices.
  - Promptly prepare necessary court documentation.
  - Accurately complete YouthZone paperwork and data-entry in a timely manner.
  - Participate as a contributing member of the YouthZone Team.

### **Knowledge, Skills & Abilities**

- Persistence and assertiveness in advocating for youth.
- Ability to sufficiently type for purposes of crafting reports and correspondence, and for data entry.
- Attend and participate in YouthZone monthly meetings
- 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.

### **Basic Qualifications & Competencies**

- 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.
- High proficiency with MS Office programs: Outlook, Word, Excel, and PowerPoint.
- Proficiency with office technology and equipment, printers, copiers, scanners, and computers.
- Clinical health experience and/or knowledge of age-appropriate youth behaviors and family dynamics.
- Clean driving record and reliable vehicle.

### **Preferred Qualifications and Competencies**

- Major or substantial coursework in social work, psychology, mental health, counseling, education, juvenile justice, or related field.
- One or more years of experience working with young people and adolescents, ages 10 to 18 years old.
- Case management experience.
- Bilingual in Spanish and English; Strong verbal and written communications skills in English, and ability to understand and to make oneself understood in Spanish.

### **Physical Demands & Working Environment**

Working conditions are generally indoors in environmentally controlled conditions. Travel to Courts, Satellite Offices, & Partner Offices is required.

- Sitting/Driving- up to 85%
- Walking- up to 20%
- Standing- up to 20%
- Reaching- up to 10%
- Lifting and/or bending- up to 10%
- Able to lift up to 20 pounds

### **Employment Classification and Wage Range**

The starting annual salary range for this position is between \$48-56k per year, depending on experience.

### **Benefits of Working at YouthZone**

YouthZone is a great place to work! We offer a healthy, supportive work culture; three hours of weekly exercise time; employee retirement plan; health insurance/wellness stipend; a positive working environment, and; the opportunity to be part of a wonderful team consisting of committed and passionate professional optimists. If interested, please send cover letter and resume to [careers@youthzone.com](mailto:careers@youthzone.com)

**YouthZone is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind.**

YouthZone is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at YouthZone are based on organizational needs, job requirements and individual qualifications, without regard to race, color, gender, sexual orientation, gender identity, national origin, veteran status, disability, religion or belief, family or parental status, or any other status protected by Federal and State law. YouthZone does not tolerate discrimination or harassment based on any of these characteristics.