



Position Description

Youth Advocate

Since 1989, Rivers of Hope (ROH) has ensured that adult and youth victims living in the midst of violence and crisis receive a rapid response and ongoing support to ensure long-term safety and independence. The organization serves residents of Sherburne and Wright Counties and is the sole provider of community advocacy and support services for victims of domestic violence in these communities. In collaboration with schools, law enforcement and the court system, in 2016 we had 5,000 contacts with over 1,200 individuals.

The mission of Rivers of Hope is to promote a community coordinated response to end family and teen dating violence through education, advocacy and community based support.

Job Profile and Reporting Relationships

As part of a team of advocates, the Youth Advocate is responsible for updating, revising, implementing and maintaining a comprehensive prevention/intervention anti-violence program to youth in local schools and in the community at large in the Sherburne or Wright Counties. The Youth Advocate Reports to the Program Manager.

Key Duties and Responsibilities

A. Represent the message of nonviolence in the schools

1. Introduces and maintains a comprehensive prevention/intervention anti-violence program within the schools
2. Promotes and maintains a professional and positive working relationship with school staff encouraging student referrals and positive outcome for each youth
3. Communicates with school personnel to continue to access changing student needs concerning violence in their lives
4. Works closely with the Executive Director to recommend how Rivers of Hope can better meet the needs of youth

B. Provide Educational and Supportive Groups for Youth

1. Coordinates and facilitates educational trainings in the area schools which are designed to educate and support students
2. Coordinates and conducts educational groups to youth and school staff in area schools and also to community groups
3. Attend youth fairs/expos in community and area schools and provides presentations to other community groups as requested
4. Provides on call crisis intervention services for area youth, schools and the community at large
5. Works with Executive Director to continue to enhance the role of Rivers of Hope in the school settings

C. Provide Individual Support for Youth

1. Provide one on one advocacy to students in area schools while respecting confidentiality, boundaries and roles of other helping professionals.

2. Work with other professionals including but not limited to the school counseling staff, other therapists and Children's Protective Services.
3. Deliver all services in a manner that shows appropriate clinical judgment.
4. Provide careful professional skill in screening a child to determine his/her needs.
5. Provide appropriate referrals and services based on assessment/screening.
6. Is mindful of and acts as needed in the role of mandatory reporter in cases of child abuse and neglect.
7. Serves as a community resource to youth/children and their families who are or who have experienced family violence.
8. Collaborates with other Rivers of Hope staff concerning joint cases in which other members of the family are receiving services.

D. Other

1. Work with all staff in providing positive public relations and in assuring that the Mission of Rivers of Hope is carried out on a daily basis.
2. Attend appropriate training to enhance professional skills.
3. Attend staff meetings and other meetings as needed.
4. Compile statistical data on caseload as required.
5. Function as an active member in a small office, answering phones, etc. as needed.
6. Provide community presentations to professional and general public as needed.
7. Other duties as assigned.

Minimum Education and Experience

A Bachelor's or Associate's degree in human services, counseling, social work, or similar field plus a minimum of 1 year of experience providing direct services to students in a school setting. One year's experience providing services to victims of domestic violence strongly preferred.

Knowledge, Skills and Abilities

- Experience, ability, and willingness to communicate and work well with staff and clients from a variety of racial, cultural, and economic backgrounds, and with various religious beliefs, lifestyles, sexual orientation, identities, age variance and differing abilities.
- Ability to identify economic, social, cultural, physical and environmental factors which support or limit family or individual functioning.
- Ability to show leadership and exercise mature and sound judgment in problem-solving and the decision-making process.
- Demonstrated ability to work well independently and as part of a team environment, with proven ability to provide leadership and support in the development of team decisions and program policies.
- Strong crisis intervention skills with ability to prioritize and handle multiple tasks under stressful conditions.
- Excellent analytical, decision-making, time management and organization skills.
- High degree of confidentiality, diplomacy, discretion and tact.
- Experience in networking and advocating with other agencies on behalf of abused adults and youth.
- Proficiency with Microsoft Office Suite and strong information technology, database, organizational and record-keeping skills.

Working Conditions

1. Ability to work in an environment which requires the use of PC approximately 30% of the time; ability to perform repetitive motion of fingers, hands and wrists.
2. Willingness to be flexible with work hours to accommodate the needs of the organization.
3. Ability to travel intermittently for meetings and events.
4. Must possess and maintain a valid state driver's license and insured reliable vehicle.
5. Must pass a criminal background check prior to starting work.

Physical Requirements

Light lifting of materials and equipment in the typical office environment.

FLSA Classification

Non-Exempt, Part-Time

The above statements are not intended to encompass all functions and qualifications of the 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 position description.

To apply for this position, please submit a cover letter and resume describing your education, experience and qualifications for this position. Send application materials in care of Chris Pommerenke, Rivers of Hope, PO Box 511, Monticello, MN 55362 or to chpommerenke@RiversofHope.org

ETHICAL PRINCIPLES AND PRACTICES

Rivers of Hope recognizes that employees play different but equally important roles. Everyone associated with ROH must recognize the impact her or his role plays in our overall success. The success and future opportunities for individual employees is built around the overall success of the organization. Everyone associated with ROH is to project a professional image. Our practices will remain congruent with the mission and strategic plan. Because of this, the following principles and practices have been adopted by the staff team and we strive to live by them:

Mission Integrity and Value Base – We are dedicated to the mission of the organization and focus on its accomplishment. We are value-centered and act on the values of shared leadership, mutual respect, equality, trust and compassion.

Accountability/Reliability – We are committed to carrying our weight or saying when unable to do so. We understand our roles and are accountable for our responsibilities. We work to understand and respect the roles of others. We keep our work on track and on time.

Honesty, Trust, and Confidentiality – We trust that we can be truthful and will be safely heard. We are confident that others will act in an equally trustworthy way. We will communicate with each other directly and privately and be patient with each other. We respect the confidentiality of our colleagues and constituencies. We follow the ethics of our respective professions.

Mutual Respect and Civility – We follow the Golden Rule and treat others as we would like to be treated. We respect the ideas and opinions of others and generously contribute our own. We clearly communicate and respect the boundaries of our work while respecting the boundaries of others. We respect one another's culture, history, and humanity. We honor and include everyone's expertise and treat everyone as an equal.

Non-violent Communication and Acceptance – We observe without judgment and understand the feelings and needs behind our own actions and the actions of others. We make clear and doable requests to meet our needs and the needs of others. We act out of the belief that while our strategies may come into conflict, our needs do not. Through this communication we find solutions that meet all our needs.

Shared Leadership – We empower all stakeholders (leaders, co-workers, constituencies and clients), by listening and responding to their needs. We recognize each other's expertise. We are team players who help our co-workers accomplish their goals when invited to do so. We offer help whenever we can.

Excellence – We are committed to excellence and to achieving our fullest potential as individuals and as an organization.

Stewardship – We are good stewards of the people, programs, and resources entrusted to us by the public and funders. We responsibly safeguard all aspects of the organization in full participation with the community.

Flexibility and Creativity – We promote and accept change. We have the freedom to make mistakes and we strive to grow and learn from them. We work to expand our knowledge and skills/abilities.

Balance of Work and Life – We achieve a balance of work and life with the flexibility to meet the needs of both. We keep our job responsibilities in perspective and create opportunities to celebrate joy and have fun with one another.