

Crossroads Safehouse, Inc.

Application Instructions

Crossroads is accepting only electronic applications. Send a cover letter referencing this position, resume, and three references to employment@crossroadssafehouse.org.

Only potential job candidates will be contacted. Do not contact Crossroads to ask the status of your application. Our volume of work makes it impossible to address such calls; we hope you understand.

Title: Youth Advocate

FLSA Status: Non-Exempt

Classification: Full-time, regular employee

Purpose Assists in the facilitation of the Youth Program of Crossroads

Supervision Received and Exercised: Reports to and receives supervision from the Shelter Director.

Hours: Crossroads Safehouse operates 24 hours a day, 7 days a week to provide safe housing and services to its clients and the community. All employees must be available for scheduling flexibility for on-call weekends approximately 7 times a year if needed and one children's support group required per week.

Essential Functions:

- Works with other Youth Advocates to develop goals, objectives, and action plans for the Children's and Teen Program residential and outreach programs, serving youth who are residents in the Safehouse and outreach clients.
- Develops and facilitates anti-violence and dating violence programming and outreach education to local elementary, junior high, and high schools.
- Implements the youth program through individual and group counseling.
- Develops and maintains the Youth Program materials.
- Assists in the gathering of statistical data on program activity.
- May assist in assigning duties to volunteers and interns for the Youth Program.
- Assists in public relations, and advocacy on youth issues, and resource development for the youth program.
- Maintains knowledge of current issues in the field, attends workshops to increase professional knowledge and effectiveness.
- Serves as a member of the staff team, participates in client debriefings, staff meetings, and team efforts in problem solving, shelter programming and policy development, program evaluation and planning. Works with the other Youth Advocates to coordinate services for youth.
- Serves as back-up staff when other advocates are unavailable for crisis intervention, intake assessment, orientation of new residents, exit interviews, problem solving, and other duties of the overall Safehouse program.
- Performs other duties as assigned by the Shelter Manager.
- Assists in fundraising and grant-writing consistent with request of all Safehouse staff.

Qualifications:

- Knowledge concerning domestic violence.
- Ability to effectively counsel and provide information in a crisis situation.
- Knowledge of local community and human services resources.
- Knowledge of child development and effective parenting strategies.
- Ability to lift 40 pounds.
- Ability to climb on flight of stairs.
- Effective written and verbal communication skills.

Experience and Training:

- Advanced knowledge of computers
- Determination to cultivate this position for a number of years a plus
- Bachelor's Degree in Human Services, Child Development or similar field
- Bilingual Spanish/English a plus
- Two years experience in human services or related field