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| Youth & Family Advocate – Marlene’s Place |

**Our New VISION** All youth feel safe, accepted, and supported.

**Our New MISSION** The Bridge for Youth centers youth voice, justice, and equity in all we do, and empowers youth experiencing homelessness through safe shelter, basic needs, and healthy relationships.

**Our New VALUES**

Patience - We give space for youth to make decisions on their own timeline in their own way. Love and Caring - We believe in acceptance, empathy, and non-judgment. Communication - We engage in intentional dialogue to understand each other’s truths. Integrity - We actively learn, grow, and change to align our actions in equity and justice. Co-Creation - We seek connection to amplify the voice of youth and each other. Community - We stand together for youth and for each other.

## **Position Information**

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| **Position:** Youth & Family Advocate | **Job Type:** Full-Time |
| **Classification:** Non-Exempt | **Reports to:** Marlene’s Place Case Manager Supervisor |
| **Posting Date:** April 2022 | **Closing Date:** Open until filled |
| **Compensation:** $20/hr |  |

## **Position Overview**

The Bridge for Youth (BFY) centers youth voice, justice, and equity in all we do, and empowers youth experiencing homelessness through safe shelter, basic needs, and healthy relationships. For over 50 years, BFY has been at the forefront of addressing youth homelessness in Minnesota, positively impacting the lives of the most vulnerable youth in our community, through youth-centered programs that offer a pathway out of poverty and chronic homelessness.

Marlene’s Place provides housing and support to youth ages 16-20 who are pregnant, parenting or both, in a residential home setting. As a YFA in Marlene’s Place, you will support young parents and their children as they transition from homelessness to housing stability. This position works with a team and volunteers supporting young families as they identify and work toward achieving their goals by empowering them to create lasting change in their lives and communities.

## **Key Responsibilities**

#### Programmatic

* Initiate, develop and maintain positive direct relationships with all youth & their children from initial contact through their entire stay and including on-going or follow up contact
* Provide crisis counseling and continued counseling to the youth as needed
* Help to support home-like environment through shopping, cooking, and providing activities for youth to engage with staff and one another
* Professionally interact and collaborate with outside agencies and service providers to ensure that a continuum of care for the youth and their families is provided
* Create, develop and carry out specific strategies and activities that coincide with the providing a sense of safety, security and stability for the youth and their families
* Co-facilitate and lead group sessions with the youth who are currently living in Marlene’s Place
* screenings for services, administer assessments and intake services, document and report abuse (when necessary)
* Develop self-harm contract with youth as needed
* Ensure health assessments are scheduled and completed
* Assist in providing youth their medications and recording all medications taken as directed by pharmacist/medical provider
* Assist in preparation and coordination of meals
* Supervise chores on the floor and assist in completing them as necessary
* Additional duties as assigned

#### Administrative Duties

* Responsible for maintaining client files
* Administer screenings, intakes and assessments
* Ensure information is accurately charted in each case file, case management plan is being followed and critical information is passed on to coworkers including entering information in the Client Records Management (CRM) system
* Assist in development of skills curriculum
* Document statistical information as needed
* Mentor and provide training to volunteers and interns when assigned
* Ability to be flexible and manage time
* Adhere to agency standards and procedures for scheduling, file work, and record-keeping

**Qualifications**

* Required
	+ Two years of experience working with youth in a similar setting or BA/AA degree in human services related field
	+ Demonstrated ability for commitment to diversity
	+ Demonstrated ability to work individually and with a team
	+ Demonstrates good communication skills orally and in writing
* Must clear a background check
* Preferred
* Bi-lingual (English-Spanish)
	+ Experience working with youth and families in crisis in similar setting
	+ Valid driver’s license, satisfactory driving record and insurance limits of $100,000/$300,000 per accident

## **Technology Skills Required**

* Familiarity with, and ability to use Microsoft Office applications (Word, Excel, Access, PowerPoint and Outlook) as well as CRM and human resource software systems
* Hands on knowledge of record keeping in a digitized environment, expertise in text messaging and other digital communication methods
* Equipment used - computer, electronic mail system, telephone, and cell phone

## **To Apply**

Submit cover letter, resume and references to **resume@bridgeforyouth.org**

*The Bridge for Youth is an Equal Opportunity Employer committed to embracing diversity and individuality and opposed to practices which discriminate on basis of race, gender, sexual orientation, religion, handicap, disability, age, or nationality. We apply this policy of unbiased consideration not only to our employment practices, but also to any contractual opportunities. We are further committed to taking affirmative action to ensure these opportunities are accessible to individuals who meet the qualifications, and we encourage all interested parties to apply. EEO/AA.*