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## Youth and Family Advocate – Resilience House

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### Our Mission

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.

### Our 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-judgement.

*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.

### Our Commitment to Racial Justice & Equity

### Position Information

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**Position:** Youth and Family Advocate – Resilience House      **Job Type:** Full-Time, Non-Exempt 1.0 FTE

**Classification:** Non-Exempt      **Reports to:** Resilience House Floor Supervisor

**Posting Date:** 2/13/25      **Closing Date:** Open Until Closed

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**Compensation:** \$20 - \$23/hr

*The Bridge for Youth utilizes an equitable & competitive compensation program and salary structure that includes regular Cost of Living Adjustments and raises. For this position, the salary range is \$20 - \$23/hr, depending on experience. This salary is non-negotiable beyond this range to counter pay inequality and uphold internal parity for salaries.*

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**Position Hours:** Sun/Mon: OFF, Tue/Wed/Thu: 7:30 AM – 4:00 PM, Fri/Sat: 2:30 PM – 11:00 PM

Some holidays included. Position also participates in on-call back-up rotation, as necessary and assigned.

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### Position Overview

The Bridge for Youth (BFY) centers youth voice, justice, and equity in all we do, and empowers youth Bridge 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.

The Youth & Family Advocate (YFA) in Resilience House is responsible for providing direct services to youth ages 10 - 17 and their families during their involvement with BFY shelter and services. This position operates within a framework of agency values, philosophies and goals, including team commitment and cooperation among BFY services and programs.

### Benefits

- Competitive health, dental, vision and ancillary benefits
- Company paid life insurance and long-term disability
- 403b (immediate vesting) with up to 4% match after one year of employment
- Up to 20 days of PTO first year of employment, in addition to 15 paid holidays
- Pet friendly

## We ask all staff to:

- Lead within a framework of agency values, philosophies, and goals, including team commitment and cooperation across BFY services and programs.
- Emulate and enthusiastically promote the organizational culture as defined by the identified values statements and racial justice and equity opportunities of BFY.
- Leads in building upon and strengthening a culture of establishing and nurturing relationships.
- BFY believes in team, collaboration, and constantly developing a supportive and caring environment for each other. Sometimes we are asked to lean in above and beyond our position description and we enthusiastically do so.

## Key Responsibilities

### Programmatic

- Initiate, develop and maintain positive direct relationships with youth in the program
- Provide case management services to the youth in the program
- Provide counseling to youth as needed
- Provide direct milieu therapeutic strategies and techniques with the youth in group and individual settings
- Provide direct care, supervision, support, guidance, role modeling, and coaching to the youth while working on Resilience House floor
- Engage and build a professional working relationship with parents and other family members of youth
- 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 provide a sense of safety, security and stability for the youth and their families
- Co-facilitate and lead group sessions
- Provide 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
- Facilitate and/or co-facilitate family meetings as needed
- Assist in preparing 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
- Assist in development of skills curriculum
- Mentor and provide training to volunteers and interns when assigned
- 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
- Adhere to agency standards and procedures for scheduling, file work, and record-keeping
- Additional duties as assigned

## Qualifications

### Required

- Must have at least one of the following: Experience working with youth in a similar setting or Bachelor's or associate's 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
- Experience and ability to work with Microsoft Office applications (Word, Excel, Access, PowerPoint & Outlook) as well as Client Record Management (CRM)
- Hands-on knowledge of record keeping in a digitized environment, expertise in text messaging and other digital communication methods
- Must clear a background check
- Valid driver's license, satisfactory driving record and insurance limits of \$100,000 per person/\$300,000 per accident

### Preferred

- Lived experience similar to the youth served by BFY
- Bi-lingual (English-Spanish) with high proficiency of verbal and written skills
- Bachelor's or associate's degree in youth development, nonprofit leadership, psychology, social work, or related human services field

## To Apply

Submit cover letter and resume to [resume@bridgeforyouth.org](mailto: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.*

**Employee Acknowledgement:**

I \_\_\_\_\_, acknowledge that I have received and reviewed the Youth & Family Advocate position description as set forth above. I further acknowledge that I have had an opportunity to review the Youth & Family Advocate position description with the Employer; that I understand the nature of the position and the responsibilities and requirements as described above. I understand and I attest that I can, if I am offered or continue in this position, perform the responsibilities and requirements described above, with or without a reasonable accommodation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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