

MID CENTRAL COMMUNITY ACTION, INC.

JOB DESCRIPTION

Job Title: Youth Services Advocate

Position Level: 4, full time, salary, exempt

Supervision Received: Residential Services Coordinator

Supervision Given: None

Job Summary: Responsible for coordinating and providing services to children, teens, and parents on a residential and outreach basis; developing and implementing prevention programs for youth.

General Job Duties:

- Complete intakes, assessments, service plans, & progression of services needed/received for child / teen clients & their parents.
- Provide quality services to child / teen witnesses & victims of domestic violence, including but not limited to, individual counseling, group counseling, & safety planning
- Maintain confidentiality of all client information
- Provide age appropriate orientation to shelter for residential child clients; assist parent & child to normalize routines and activities
- Assist parents in learning & applying effective discipline techniques
- Offer domestic violence education to youth on an individual & group basis
- Facilitate weekly residential client meetings for youth (as applicable)
- Network with other agencies to provide assistance for domestic violence victims
- Complete service logs & all necessary paperwork to document hours of service, training, etc. & submit to designated staff on a weekly basis (minimum)
- Maintain children's files and complete monthly (minimum) reviews
- Participate in the quarterly file reviews as part of the quality assurance plan
- Complete monthly narratives with client success stories for grant reports
- Administer measurable outcome tools for grant evaluation requirements
- Update the youth services manual (as needed)
- Serve as the liaison for local schools & youth organizations
- Facilitate applicable sessions of the 40-hour training curriculum
- Participate in applicable internal & external meetings
- Provide presentations & assist with public awareness activities as requested
- Participate in the Appreciative Inquiry Process & adhere to Gossip Free Zone
- Participate in the on-call rotation as scheduled
- Attend conferences and workshops as designated
- Any other duties assigned and deemed necessary for the effective and efficient operation of the agency

Job Qualifications:

Physical Requirements: Ability to perform required tasks

Educational Requirements: Bachelor's Degree in Child Development or related field (preferred), Illinois Certified Domestic Violence Professional (as applicable)

Prior Experience: Related work and/or volunteer experience

Specific Skills: Dedication and commitment to victims/survivors of domestic violence; ability to deliver quality client services and to work with client population; ability to demonstrate sensitivity and empathy; ability to demonstrate effective written and verbal communication skills; ability to utilize multi-tasking skills and attend to detail; ability to handle stressful, crisis situations; ability to utilize sound judgment and problem solving skills; ability to work in a team environment; ability to instill a positive, productive work environment

Other: Insured and reliable transportation and valid driver's license; working home telephone
Commitment to MCCA's mission, vision, culture, goals and objectives

07/2018