

**MID CENTRAL COMMUNITY ACTION, INC.  
JOB DESCRIPTION**

**Job Title:** Youth Services Advocate  
**Position Level:** 4B, Full-Time, Salaried, Exempt  
**Supervision Received:** CDV Program Director  
**Supervision Given:** None  
**Starting Salary:** \$40,000

**Benefits:**

- As of 1<sup>st</sup> day of employment: earned time off (ETO), paid holidays (12), 403(b) retirement plan participation eligibility
- Eligible on the 1<sup>st</sup> of the month after 60 days of employment: health insurance, dental insurance, vision insurance, basic term life insurance and AD&D, short term disability insurance, and voluntary life, AD&D, and long-term disability

**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. Maintain and coordinate the daily operations of Neville House in residential services coordinators absence.

**Specific Skills:**

Deliver quality services to client population:

- Dedication and commitment to victims/survivors of domestic violence
- 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, staff information, and shelter location
- 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

Utilization of multi-tasking skills and attention to detail:

- Complete intakes, assessments, service plans, & progression of services needed/received for child / teen clients & their parents.
- Facilitate weekly residential client meetings for youth (as applicable)
- Maintain children's files and complete monthly (minimum) reviews
- Administer measurable outcome tools for grant evaluation requirements

Demonstrate effective written and verbal communication skills:

- Update the youth services manual (as needed)
- Complete service logs & all necessary paperwork to document hours of service, training, etc. & submit to designated staff on a weekly basis (minimum)
- Complete monthly narratives with client success stories for grant reports

Ability to work alone and in a team environment:

- Ability to instill a positive, productive work environment
- Network with other agencies to provide domestic violence victims assistance
- Participate in the quarterly file reviews as part of the quality assurance plan
- 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 on-call rotation as scheduled
- Attend conferences and workshops as designated
- Provide back-up to the Shelter Manager and Domestic Violence Unit, as needed

**Job Specifications:**

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

Other:

- Insured and reliable transportation and valid driver's license; working phone
- Commitment to MCCA's vision, mission, culture, goals, and objectives
- Any other duties as assigned and as may be necessary for the effective and efficient operation of the agency

**MCCA is proud to be an equal opportunity workplace and is an affirmative action employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, are based on merit, competence, performance, and business needs, without regard to race, sex or gender identity, mental or physical disability, religion, age, national origin or ethnicity, sexual orientation, marital status, HIV status, veteran status, or parental (or pregnancy) status.**