**REDWOOD COMMUNITY ACTION AGENCY**

**Youth Services Bureau Division**

**JOB ANNOUNCEMENT**

**JOB TITLE:** ADVOCATE & OUTREACH SPECIALIST

**STATUS:** Part-time, 20 hours weekly; with the possibility of becoming fulltime

**PAY RATE:** $15.00/hour

**AVAILABLE:** April 9, 2020

**DEADLINE:**

Open until filled. Interviews will take place as qualified applicants are received and we do require a completed application which can be accessed at RCAA 904 G Street, Eureka or [www.rcaa.org](http://www.rcaa.org)

**APPLICATION PROCESS:**

A cover letter and resume with your completed application is highly recommended. Please note that not all applicants will be selected for interviews. Only candidates selected for interviews will be contacted regarding their status.

## POSITION PURPOSE

Under the supervision of the YSB Director or their designee, the Advocate & Outreach Specialist position is responsible for providing Outreach Services for the promotion of YSB’s programs to local schools, community agencies, law enforcement, clinics etc. The position will also provide activity, employment, academic, life skills support services to youth, ages 12-24 that have resided or may reside in YSB’s programs. The employee will help youth access the following: appropriate educational opportunities; provide tutoring or study skill training; connect with paid and unpaid work opportunities; provide occupational skill training; lead individual and group activities such as art, cooking, sports, etc.; provide leadership development opportunities; mentoring; comprehensive guidance and counseling along with follow-up services for not less than 12 months. This position will provide support to YSB Case Managers, Residential Staff and YSB youth who are runaways, homeless, at-risk and their families; with a primary goal of family reunification and/or stable housing and improved life skills. The position will assess client needs; implement and monitor appropriate strategies to meet identified needs; maintain adequate case notes/progress notes to monitor and analyze service delivery; prepare various reports as required; provide community outreach/liaison with other local youth service providers and businesses; initiate or assist in community development activities to increase the availability of services to local youth and families.

**ESSENTIAL JOB FUNCTIONS**

Specific Tasks:

* Provide outreach, information and presentations to partnering agencies, schools, law enforcement, clinics etc.
* Track and document all outreach locations visited, including outreach done via email
* When appropriate and as much as possible, include YSB youth in outreach and presentations
* With advance Program Manager approval represent YSB/RCAA to the media and larger community at local youth attended events
* With advance Program Manager approval**,** promote YSB’s program on social media
* Assess youth needs, identify services to meet those needs, and develop a service delivery plan with the assistance of youth client and/or family
* Develop relationships with local businesses for volunteer or job placements
* Act as liaison between worksites, schools and clients
* Participate, monitor and evaluate achievement of service delivery plan, including; school attendance, academic progress, volunteering, employment readiness, life skills education and extra-curricular activities
* Case conference with referring agency personnel and other significant individuals and work cooperatively with personnel from Employment Training Department, law enforcement, probation, child welfare services, schools and other youth-serving agencies (public, private and non-profit)
* Monitor and support youth with in-house vocational program, money system and life skills
* Coordinate, supervise and participate in individual and group activities including, but not limited to: hikes, art, cooking, employment readiness, improved hygiene, sports, apartment cleanliness, etc.
* Maintain updated case notes/files/progress notes
* Complete work activity reporting as required
* Attend weekly case supervision meetings; and come to meetings prepared with case information, service delivery plan, problems encountered, etc.
* Other duties as assigned or needed

## JOB REQUIREMENTS

Knowledge of and Experience With:

* Crisis intervention, outreach and group facilitation
* Public speaking
* Local services relating to youth and families
* Local businesses and schools
* Youth empowerment philosophy
* Issues facing homeless, runaway, street youth and substance using youth
* Macintosh/PC computers and software
* Familiarity with YSB housing programs intake process, program names and key staff for referrals

Ability To:

* Communicate clearly and efficiently, written and orally; and be competent in English grammar, punctuation and spelling.
* Demonstrate good organizational skillsand manage multiple tasks in an efficient manner.
* Develop and maintain cooperative and effective relationships with co-workers, RCAA Agency staff, personnel of other agencies, funding source representatives, the local service population and with individuals contacted in the course of work
* Show strong interpersonal skills and the ability to relate to individuals who may not share basic beliefs, including value systems and behavioral norms.
* Work with culturally diverse communities and families, with the ability to be culturally sensitive and appropriate.
* Relate comfortably and professionally with adults and youth.
* Adapt with flexibility to innovative ideas and changing conditions.
* Maintain a professional, confidential work environment.
* Establish and maintain personal and programmatic boundaries while providing support services.
* Work effectively under pressure and with minimal supervision.
* Develop comprehensive assessments and develop clearly defined casework objectives.
* Mediate family conflict and negotiate contracts leading towards family reunification, if necessary.
* Conduct self in a professional, courteous and cooperative manner at all times; and maintain a professional standard based on RCAA’s Personnel Policies and Procedures Handbook and the Employee Code of Conduct.
* Maintain Title XIX (Medi-Cal) progress notes, records, & program compliance.
* Work flexible hours, which may include evenings, weekends, and holidays, and arriving to work as scheduled and prepared.
* Ensure and protect Agency, employee, program and client confidentiality and safety; and follow all protocols and procedures defined by this Agency and/or State and Federal laws to achieve this protection.
* Provide emergency field response and on-call after hours on a rotating basis. Ability to arrive to work within 30 minutes of receiving call.

## MINIMUM QUALIFICATIONS

Required:

* One year of experience working with children, youth and families in a counseling, crisis intervention, academic, employment or other related capacity
* Experience in public speaking

Desired:

* Knowledge of YSB’s programs, the population we serve and community resources.
* Bilingual.

**OTHER REQUIREMENTS**

* Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law.
* Must have means and capacity to perform job related work with personal vehicle, as may be required, and must have proof of current automobile insurance.
* Possession of valid California’s Driver’s License with acceptable DMV driving record.
* Submit to background clearance and/or fingerprinting with acceptable results.
* Proof of current (within 1 year) negative TB test, or willingness to obtain one, if required.
* Valid First Aid and CPR certification or willingness/ability to be certified, if required.
* Proof of required education (i.e. AA, BA, MSW, etc.)
* Must have an effective means of communication at all times; a home or cell phone with the ability to accept voice messages

**ESSENTIAL PHYSICAL ABILITIES**

Employee must be able to provide the following with or without reasonable accommodation:

* Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively
* Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form
* Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment
* Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position
* Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment

**NOTE FOR ALL EMPLOYEES**

This position is considered a **“safety-sensitive”** job and will be subject to RCAA’s “Substance/Alcohol Abuse” policy. This policy is included in the Policies and Procedures and a more detailed brochure is available from the Human Resources Department which further outlines the policy

***AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER***