REDWOOD COMMUNITY ACTION AGENCY

**Youth Service Bureau Division**

**JOB ANNOUNCEMENT**

**JOB TITLE:** YOUTH ADVISOR

**STATUS:** 80% time (32 hours per week) plus full benefits

**PAY RATE:** $13.00

**AVAILABLE:** Immediately

**DEADLINE:** Open until filled; interviews will take place as qualified applicants are received.

**APPLICATION PROCESS:**

Required employment applications and instructions for submitting your application materials are available at [www.rcaa.org](http://www.rcaa.org) or at RCAA, 904 G Street, Eureka.

**PLEASE NOTE:**

Incomplete applications or resumes without applications will not be accepted. Cover letter and resume with your application are welcome and encouraged.

**POSITION PURPOSE**

Under the general supervision of the YSB Director or their designee, the Youth Advisor will provide activity, employment, academic, life skills support services to youth, ages 12-24 that have resided or may reside in YSB’s residential programs. The Advisor 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. The Advisor 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:

* 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/job placements
* 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 and money system
* 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.
* Represent YSB at various team meetings, including weekly Multi-Agency Team Meeting
* Assist clients on site with developing job skills through varying volunteer sites

**JOB REQUIREMENTS**

Knowledge of and Experience With:

* Social work models of intervention; crisis intervention, family and ecological systems and counseling theories/approaches
* California laws pertaining to youth
* Local services relating to youth and families
* Local businesses and schools

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
* Demonstrate 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.
* Maintain a professional, confidential work environment.
* Establish and maintain personal and programmatic boundaries while providing support services.
* 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.
* Work collaboratively with a variety of community service providers
* Work effectively with challenging and resistant populations
* Work effectively under pressure
* Develop comprehensive assessments and develop clearly defined casework objectives
* Mediate family conflict and negotiate contracts leading towards family reunification
* Work flexible hours, including evenings and some weekends and holidays
* Provide emergency field response and on-call after hours on a rotating basis. Ability to arrive to work within 30 minutes of receiving call.
* Maintain Title XIX (Medi-Cal) progress notes, records, & program compliance.

**MINIMUM QUALIFICATIONS**

* BA in social work, psychology or related field. Experience and/or training that can be directly related to the required job responsibilities may be substituted for education on a year-for-year basis; OR
* One year experience working with children, youth and families in a counseling, crisis intervention, academic, employment or similar capacity

**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 duties with personal vehicle, as will be required.
* Possession of valid California’s Driver’s License, current auto insurance and acceptable DMV record.
* Submit to fingerprinting for criminal record clearance/background checks including child abuse index with acceptable results
* Proof of current (within 1 year) negative TB test, or willingness to obtain one
* Valid First Aid and CPR certification or willingness/ability to be certified
* Proof of required education (i.e. AA, BA, MSW, etc.)
* Home telephone or other effective means of communication

**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, to move safely between different staff work areas; including where applicable, the operation of motorized vehicles and equipment

**PLEASE NOTE:** This position is considered a **“safety-sensitive”** job and will be subject to RCAA’s “Substance / Alcohol Abuse” policy. This policy was included in your new hire packet and is available from the Human Resources Department.

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