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Baraga County Shelter Home’s mission is to develop, support, and promote efforts to eliminate all domestic violence, sexual violence, and stalking in Baraga County.

**CLASSIFICATION/DESCRIPTION**

**POSITION TITLE:** **Youth/Child Advocate**

**FLSA STATUS:** Non–Exempt, Full–Time

**SUPERVISED BY:** Executive Director

**SUPERVISES:** N/A

**HOURLY RATE:** $12.00 to $17.50

**BOD Review:** June 21, 2023

**MINIMUM QUALIFICATIONS:**

1. Must possess High School Diploma or G.E.D. and 2 years of experience working with domestic and sexual violence survivors, legal systems, law enforcement agencies, prosecution, and/or victims services.
2. Demonstrated knowledge of community resources.
3. Demonstrated knowledge of trauma response.
4. Must possess a valid driver’s license
5. Must pass Criminal Background Check, and successfully obtain DHHS Central Registry and Sex Offender Registry clearances.
6. Must have received or be willing to receive the COVID-19 vaccination by the hire date. Proof of vaccination is required.

**PREFERRED QUALIFICATIONS:**

1. Associate degree in a Human Services or Childhood Education Field.

**REQUIRED SKILLS:**

1. Calm, non-judgemental demeanor when subjected to traumatic and emotional personal life stories
2. Ability to communicate and work with the public.
3. Proficient communication skills, both written and verbal.
4. Strong empathy and empowerment skills.
5. Ability to learn from constructive criticism.
6. Ability to provide services per BCSH’s mission and philosophy.

**BASIC FUNCTION AND RESPONSIBILITY:**

The Youth and Teen Advocate is responsible for providing direct support and advocacy services for the rights and protection of children, youth, and adults who are victims/survivors of stalking, domestic violence, or dating violence, primarily focusing on youth and teen services and co-survivors. The Youth and Teen Advocate is a vital part of a team of passionate advocates and invested partners who work to increase victims/survivors and their family's access to support and resources through trauma-informed advocacy and empowerment and who respect victims/survivors as the experts in their own lives. The Youth and Teen Advocate also plays a role in developing collaborative partnerships to prevent domestic violence and “break the cycle” by encouraging people to take steps to learn and practice healthier behaviors and expand services and ensure compassionate responses to BCSH’s constituents. This hands-on position requires a self-motivated, independent, flexible and practical approach to building collaborations, coalitions, and prevention programs; strong, pro-active organizational and planning skills; excellent communication skills; and a high comfort level in working with people, including the youngest and most vulnerable, from various backgrounds and life experiences.

**Youth & Teen Dating Advocacy, Support, and Case Management**

* Conduct initial intake and proper documentation of victims/survivors of domestic violence, dating violence, and stalking, and their children, with a primary focus on youth co-survivors and teen dating violence victims/survivors participating in both residential and non-residential programs.
* Conduct safety planning with families and offer choices about ways to plan for and promote physical, emotional, and psychological health and safety, with a focus on strategies to secure youth and teen health and safety and promote positive relationships.
* Provide trauma-informed education and information about DV dynamics, impacts on children and families, and parenting/caregiving relationships to empower survivors to make decisions.
* Provide personal advocacy and support that identify strengths and needs, offer choices, help manage practical problems, find resources, provide meaningful referrals and follow-up support.
* Support victims/survivors as parents/caregivers in culturally-responsive ways, including through school/educational advocacy, homework assistance, parenting skills, etc.
* Case management services through meetings and regular contact to focus on survivor- and parent-identified goals and needs
* Serve as a liaison to youth-serving agencies, including MDHHS, child protective services, juvenile court, youth development and counseling providers, school personnel, and child care providers.
* Provide and/or arrange for transportation and other services as needed and as safety allows
* Assist family members and support systems of victims/survivors when impacted by the violence/abuse.
* Provide individual and group youth and teen support, including through organized play, recreational, and health/wellness activities.

**Violence Prevention**

* Research, select, and/or develop training and educational curricula, including culturally-responsive and relevant curricula and educational activities
* Provide educational programs/training to schools, service agencies, community groups, etc. focused on preventing violence, healthy relationships, etc.
* Develop contacts and build liaison relationships within Baraga County and the broader community, particularly with those focused on youth service.
* Develop and facilitate public awareness activities that inform survivors of their rights, available services, and provide them with assistance
* Visit community organizations and attend community events to present information about DV dynamics, impacts on families, and programs and services offered by BCSH

**Continuous Improvement**

* Participate in continuous quality improvement activities such as maintaining Quality Assurance standards, data collection, ensuring accurate and timely data entry and reporting, and program evaluation.
* Maintain professional boundaries and a confidential, non-judgemental relationship with all organization participants.

Other Duties

* Provide 24-hour helpline on-call assistance on a rotating basis by responding to call-outs if needed/as assigned
* Rotate as on-call response to crisis/hotline calls and/or provide shelter coverage as needs arise
* Follows all service and empowerment philosophy, policies, and procedures
* Promote BCSH through community engagement, education and public relation efforts
* Attend professional development trainings and continuing education as required/assigned
* Attend organization staff meetings
* Interact with other BCSH staff and volunteers in a professional, cooperative manner

This position is required to:

* Successfully complete and provide proof of completion of DVS-funded New Service Provider Training coordinated by MCEDSV or an approved equivalent
* Complete 24 hours each year of training in domestic violence, dating violence, stalking, and/or child abuse and neglect and provide proof of completion.
* Consent to a Criminal Background check
* Provide proof of completion of Basic Life Saving (CPR/First Aid) training within first year of employment
* Provide proof of driver’s license
* Respond to emails and answer phone messages within 24 business hours of receipt (unless on pre-approved leave)

Keep an open-minded and non-judgemental attitude with genuine concern and empathy towards victims/survivorsPrimary responsibilities include providing support services, activities, and programming to children as primary and secondary victims of domestic and sexual violence and support to their parents.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the only duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.