



**COMMUNITY YOUTH ADVOCATE
POSITION DESCRIPTION**

EMPLOYMENT CLASSIFICATION: FULL TIME, NONEXEMPT

POSITION PURPOSE

The Community Youth Advocate serves as the primary liaison and advocate between client parents and their child’s school, aiding youth and families in setting and achieving educational goals. The Advocate assists families and youth in gaining access to age appropriate educational and community services such as community agencies, professionals, and programs, and helps to gather and disseminate information that will empower youth and their families to develop the knowledge and skills needed to manage their own educational plans and community participation. This work includes researching and developing relationships with community agencies and groups that provide extra-curricular activities for youth between the ages of 6 and 17, and managing funds to support youth in school or community activities that enrich the curricular and extra-curricular lives of the children in Save the Family programs.

MINIMUM QUALIFICATIONS

- A Bachelor’s degree in social services or related field from an accredited college or university is required.
- Possess a minimum of two years of experience in social work, case management and/or youth advocacy.
- Some experience in the non-profit sector is preferred.
- Prior experience working with Youth in either a paid or volunteer capacity is required.
- Prior experience managing and/or working with volunteers is preferred.
- Demonstrate proficiency in Microsoft Office Suite including Word, Excel, and Outlook.
- Be able to proficiently speak, read and write the English language.
- Demonstrate excellent interpersonal communication skills.
- Since position requires frequent driving to various job sites to provide services and occasionally transport clients, a valid Arizona driver’s license, reliable transportation, current auto insurance, and clean driving record are required
- Be 25 years of age or older for liability insurance requirements.
- Valid Arizona Fingerprint Clearance Card OR must qualify for a valid Arizona Level One Fingerprint Clearance Card.
- Eligible to work in the United States of America

OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrate a commitment to the mission, vision, and values of Save the Family Foundation of Arizona.
- Demonstrated familiarity with Save the Family’s service population, including diverse cultural and socioeconomic characteristics
- Be a self-starter with excellent time management skills.

- Possess a collaborative way of working.
- Be familiar with Save the Family's service population, including diverse cultural and socioeconomic characteristics.
- Maintain strict confidentiality.
- Behave professionally in manner and appearance.
- Be consistently organized and flexible.

KEY RESPONSIBILITIES
• Assist with the on-going assessment of youth regarding their interests, needs and opportunities to participate in positive educational and recreational activities.
• Provide community outreach opportunities for children/youth to participate in a variety of appropriate educational, recreational, and self-development activities.
• Plan, prepare and deliver classes for youth regarding accessing community services, long-term planning for education, financial literacy and other topics as appropriate.
• Plan related special events, field trips, and educational activities.
• Complete written documentation of program activities as needed for yearly reports and agency funding sources, including youth assessments. .
• Maintain thorough knowledge of community resources and activities for Youth.
• Complete required paperwork and documentation, and maintain the assigned youth files in a timely manner.
• Manage youth-related programs and activities.
• Adhere to all behavioral General Competencies.
• Adhere to STF and ARM policies and procedures.

SUPERVISORY RESPONSIBILITIES
None

PHYSICAL DEMANDS		
Physical Demand	Definition (ADA)	Requirements
Stand or sit	Stationary position	Must be able to remain in a stationary position less than 80% of the time.
Walk	Move, traverse	The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
Use hands/fingers to handle or feel	Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position	Constantly operates a computer, telephone and other office productivity machinery, such as a calculator, copy machine, and computer printer.
Climb (stairs/ladders) or balance	Ascend/Descend, Work atop, Traverse	NA

Stoop, kneel, crouch, or crawl	Position self (to), Move	Infrequently positions self to maintain computers and files
Talk/hear	Communicate, Detect, Converse with, Discern, Convey, Express oneself, Exchange information	Must constantly communicate With clients, staff and the public .
See	Detect, Determine, Perceive, Identify, Recognize, Judge, Observe, Inspect, Estimate,	N/A
Taste/Smell	Detect, Distinguish, Determine	Must frequently lift and move supplies weighing up to 50 pounds .

NOTE

This job description identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor. Failure to adhere to all standards and expectations herein may result in corrective action.

Salary: The salary range for this position is \$31,000 - \$35,000 DOE.