

POSITION ANNOUNCEMENT

Date of Notice: April 29, 2021
Name of Position: Youth and Family Advocate
Respond to: Pathfinders
4200 North Holton Street, Suite 400
Milwaukee, WI 53212

Closing Date: When Filled
Status: Full-time
Contact: Human Resources
Email Address: hr@pathfindersmke.org



Under the direction of the Program Manager, oversee the activities for a 24-hour runaway and homeless youth shelter.

Principal Duties:

1. Initiate and complete youth intake interview processes, which includes initial meetings, service explanations, assessments, and the development of shelter contracts. Assist therapists with client intervention plans, advocacy, and referrals.
2. Provide support, care, supervision, and guidance for youth, which includes meeting physical, emotional, and crisis needs. Reinforce positive behavior and administer consequences and appropriate discipline as needed. Demonstrate positive role modeling for youth. Oversee the day-to-day activities of resident youth in the shelter. Ensure that meals are properly prepared and in compliance with established nutritional standards. Assist with the purchase of groceries and program supplies as authorized.
3. Accurately complete and maintain client files and program documentation. Exchange client and program information with fellow YFAs during established shift changes.
4. Tour the facility and grounds daily to ensure a safe environment and compliance with licensing regulations. Maintain status about current equipment and furnishings in the house and report problems to the Vice President of Housing Services or Manager of Operations.
5. Provide daily prevention education group activities for residents. Provide resident youth with basic independent living skills on an individual or group basis.
6. Provide telephone crisis counseling, information, and referral to meet the needs of youth, adults, and other community agencies.
7. Coordinate program-related projects as assigned by the Program Manager. Projects can include, but are not limited to, completing youth and parent follow-up surveys, maintaining records and bus tickets for Milwaukee Public Schools project, or representing the program within the community through outreach or participation in targeted work groups or committees.
8. Communicate with the Volunteer Coordinator, new interns, and community volunteers in order to organize and establish our shelter volunteer schedule on an ongoing basis.
9. Other duties may be assigned.

Supervisory Responsibilities:

- Provide ongoing training, supervision, and guidance to program volunteers and field placement student interns. Complete verbal and written evaluations and feedback.

Requirements:

- Must reside in the city of Milwaukee or relocate within 90 days of hire.
- Requires education equivalent to a Bachelor's degree with emphasis in social work or related field.
- One year of relevant child care experience.
- Schedule to be determined but may contain a variety of the following: Day shift (7am-5pm), Mid Shift (4pm-12am) and Overnight (11pm-8am). One shift must be an overnight and one shift must be on the weekend which consists of the hours of 4pm Friday through Sunday.
- Previous youth and family advocacy experience required.
- Previous experience in working with youth in a residential setting preferred.
- First Aid, CPR, EAD, and Fire Safety training is required but can be obtained after hire. At least 30 hours of staff development training is also required each year.
- Ability to work effectively with diverse youth and families within a nontraditional group home setting.
- Must be able to work both independently and as part of a team within the parameters of the project, and to work in a changing environment where there is frequent exposure to stressful/crisis situations.

Additional information:

Starting rate of \$16.20-\$18.20, depending upon professional background and work experience. Excellent benefits package includes health/dental insurance, short- and long-term disability insurance, life insurance, and generous paid time off plan. Opportunity to join a caring and committed team of professionals and work within a supportive, flexible, creative and nontraditional environment.

Response:

Send a letter of interest, current resume, and wage requirements via mail or email to the address noted above. **Please specify which position you are applying for.** Agency information obtained at www.pathfindersmke.org. **No phone inquiries will be accepted.**

An Equal Opportunity Organization

Pathfinders is deeply committed to diversity in all that we do. We welcome applications from all individuals including those who mirror the diversity of our youth and the community we serve.