



CONFIDENTIAL YOUTH ADVOCATE

Job Description

(as of 5/1/2021)

TITLE: Confidential Youth Advocate

DETAILS: 40 hours per week (requires some work out of normal business hours); reports to Confidential Services Program Manager

SALARY: \$42,000-\$44,000 / year (exempt/salaried) with full benefits (pay based on experience or additional skills such as being fluent in a second language, MSW, etc.)

SUMMARY: The Confidential Youth Advocate works directly with clients as well as implementing or prevention programming. Employee will work collaboratively with the confidential services team to provide case management, crisis intervention, supportive counseling, and advocacy to outreach to clients and/or shelter residents ages 5-24. Employee will also work collaboratively with the social change team to provide educational presentations and advocate for victim rights on a systemic level. This position requires daily contact with clients to assist in safety planning, goal-setting, coping skills, assessments, crisis intervention, criminal or Title IX investigations, and maintain client files. All work by the Confidential Youth Advocate must be done through a lens of equity and inclusion. Advocates of Routt County is a program of Better Tomorrow and a sister program of Brighter World, Child Advocacy Center.

SKILLS: Background or education in the field of domestic violence, sexual violence, or teen dating violence is preferred. Employee must complete 30 hours of domestic and sexual violence specific training before meeting with clients. Employee must have previous experience working with children. Employee must be very comfortable with public speaking and giving presentations to students and the community. Employee must have a passion for working with victims/survivors and the fight to stop violence. It is paramount that the employee is a team player, but also can work effectively on their own. Office is high energy and fun-spirited. We strongly encourage diverse and bilingual candidates to apply.

DUTIES & RESPONSIBILITIES:

Advocacy for Clients

Type of advocacy provided will depend on the age of the client as well as whether the client is a primary or secondary victim.

- Complete client intakes, assessments, and other necessary paperwork
- Provide crisis intervention and safety planning
- Assist clients with goal planning and coping skills
- Provide age-appropriate information and referrals to client and their family
- Provide information and referrals to parents/guardians when appropriate
- On-going emotional support (offering support and information to youth clients staying in the shelter with a parent/guardian)



- Title IX Advocacy (provide information about Title IX complaints, process, referral to a Title IX Coordinator, and support through the process)
- Legal Advocacy (reporting accompaniment, understanding criminal justice system, court accompaniment, etc.)
- Personal Advocacy (help clients with other hurdles such as navigating peer relationships, building resiliency, locating medical and mental health services, etc.)
- Respond to on-scene crisis intervention (include medical or SANE accompaniment, as needed)
- Maintain online and paper files for clients
- Provide on-call and back-up for 24/7 Safeline

Outreach/Social Change

- Develop and maintain working relationships with community youth programs and K-12 school staff/administration
- Develop and maintain working relationships with other key community partners such as Department of Human Services, law enforcement, and mental health therapists.
- Help develop and present age-appropriate educational presentations in schools, other youth-based organizations, and to the community
- Help develop and present educational presentations for parents and other caregivers
- Spearhead and facilitate Peer Program
- Collaborate with Social Change Program Manager on innovative ideas for improving and expanding prevention programming
- Host booths at different community events for outreach
- Lead campaign efforts for Teen Dating Violence Awareness Month
- Participate in local, state, and national groups, committees, and meetings that further agency or program's mission

Other

- Assist in compiling client data for grant reports
- Assist in applying for small grants for specific client needs
- Assist with portions of volunteer training
- Provide consistent evaluation of all services and programming provided to clients
- Identify and recommend changes or enhancements for confidential services programming that are trauma-informed, survivor-centered, inclusive, and equitable.
- Assist with agency events and fundraisers, as needed and available
- Other tasks as assigned by the Confidential Services Program Manager or Executive Director