

CHILDHAVEN, INC.

JOB DESCRIPTION

JOB TITLE: Youth Advocate
FLSA STATUS: Non-Exempt (Hourly)
REPORTS TO: Supervisor and Shelter Program Director
WORK SCHEDULE: Up to 29 hours per week (morning, evening, and night)

GENERAL STATEMENT OF DUTIES: Youth Advocates (YAs) promote the health and safety of children and adolescents in the child welfare system. YAs Assure that clients' physical, medical, behavioral health and scholastic needs are addressed and program is in compliance with state regulations and program goals.

PRIMARY DUTIES:

Client Management and Advocacy

1. Supervise Childhaven residents ranging in age from newborn to 18 years and use developmentally appropriate practices. Expectations for the shelter YAs are to be in the child to staff ratio 100% of the shift to ensure safety.
2. Tend to the physical, emotional, social, intellectual, and nutritional needs of resident children.
3. Utilize positive discipline and de-escalation techniques with the clients, incorporating a Nurtured Heart Approach (NHA) and Crisis Prevention Intervention (CPI).
4. Take initiative to learn each shift's scheduled routine of assisting children with personal hygiene, life skills, cleaning rooms, laundry, taking care of facility and acquiring needed supplies. Assist children with schooling and homework as needed, documenting any issues or deficits. Be prepared to lead games and recreational activities.
5. Assure proper completion of resident intake and discharge forms and procedures.
6. Transport children to/from school and other appointments in Childhaven vehicles only. Ensure the children's safety when out of the facility.
7. Assure all incoming and outgoing medications are documented in proper logbooks and in accordance with procedures. Record all medications dispensed to clients.
8. Sort, clean, maintain and utilize all donated items to assure all children have sufficient sets of clothing.
9. A good working knowledge of child development and developmentally appropriate practices for children and youth ages 0 -18.

Compliance and Quality Assurance

10. Attend and be on time for all assigned shifts, trainings and staff meetings.
11. Observe and document client behaviors in contact notes, shift report and incident reports. Complete daily progress notes, medication documentation, shift reports and incident reports by the end of shift.
 - a. Notify supervisor immediately of unusual staff, child, or youth behaviors or any safety concerns and complete all incident reports by the end of shift.
12. Assist in evaluating the program to make sure that it meets the needs of the children by writing IRs and speaking up at staff meetings.
13. Develop and maintain positive professional relationships with supervisors, co-workers, school personnel, caregivers, social workers, and community members by keeping all lines of communication open.
14. Be a role model by speaking positively about Childhaven in public.
15. Provide a clean and safe environment for children, staff and visitors.
16. Communicate with staff on prior, current and next shift. Check in with supervisor/PIC before clocking out, minimizing overtime by notifying supervisor if over 40 hours in one week. All overtime requires supervisor approval.
17. Work with a Continuous Quality Improvement (CQI) mindset, to identify any areas of the facility needing attention to assure Childhaven shelter facility is safe and running in accordance with the relevant Childhaven policies and procedures and state regulations for residential shelter care. Report areas of improvement to supervisors or Shelter Director.
18. Follow supervisor's feedback and directives. Other duties assigned to assure the smooth operations of the shelter.

QUALIFICATIONS:

1. Education and experience:
 - a. High School Diploma or GED with 2 years of experience working with population.

2. 20 years of age at minimum
3. Must have reliable transportation and be eligible to become a driver for Childhaven (Age 25 or older, hold a current and valid NM Driver's License, and maintain a clean driving record).
4. Must be able to pass local, state, and federal background checks (fingerprints)
5. Able to lift up to 50 lbs.
6. Abide by state licensing regulations and standards, and Childhaven policies and procedures
7. Flexibility and ability to work in crisis situations.
8. Assure all necessary information is up to date in your personnel file.
9. 24 hours approved training required per year to include trauma-informed practices.
 - a. Must obtain and maintain CPR/First Aid, Crisis Prevention Intervention (CPI) and Nurtured Heart Approach (NHA) certifications.
10. Crisis management and de-escalation skills; Ability to use NHA and CPI techniques in a shelter setting and model the techniques to staff and clientele.
11. An interest in and concern for children and their proper care and well-being.
12. Human relations skills pertaining to contacts with children, staff, caregivers, and other agency providers such as social services & law enforcement.
13. Effective verbal & written communication skills with persons of diverse backgrounds.
14. Cultural awareness and sensitivity: Skilled in working with a population diverse in ethnicity, race, religion, socioeconomic background, physical and/or mental ability, sexual preference, and gender identity/expression.