

# **VACANCY ANNOUNCEMENT**

## **YOUTH ADVOCATE**

**Reports to: Shelter Site Manager**

**Educational Requirements:** The Youth Advocate must have two years college education but preferably a BA/BS degree in the human services (Sociology, Psychology, Social Work, etc..) and must be at least 21 years of age with one year experience working with youth, preferably Runaway and Homeless Youth, or a High School Diploma with at least 3 years work experience in a residential group home or treatment setting serving youth

**Job Description:** Responsible for the care and supervision of up to 8 male and/or female youth in an emergency shelter. The Youth Advocate will: (1) Assume all ongoing supervision duties and responsibilities for the youth and home; (2) Provide 24 hour supervision for youth; (3) Help design and then follow the daily program structure; (4) Work as a team with youth and other staff to complete the necessary cooking and cleaning; (5) Transport youth to and from school and appointments; (6) Administer medication (and document administration); (7) Conduct intakes and initial assessments, creating initial service plans (with Social Worker), and participate in case planning and review meetings.

**Will also:**

Assist with coordination, planning and operating recreational activity/outings with youth, conducting youth groups in the unit, attend agency onsite and offsite meetings and trainings, complete agency paperwork and documentation and coordinate, conduct monthly agency Fire Drills, **and any other duties as assigned.**

**For More Information**

**Contact Cindy R. Williams, 443-415-1174 or e-mail your resume to [lovingarms3@gmail.com](mailto:lovingarms3@gmail.com)**