

Youth Advocate

Purpose Statement

The job of Youth Advocate is done for the purpose/s of providing support to the instructional program with specific responsibilities for supervising campus activities to assure the well-being and safety of students, staff and visitors; contributing to the positive culture of the school; and facilitating positive parent, school and student relationships.

This job reports to Principal, Alternative Education

Essential Functions

Collaborates with community agencies (e.g. law enforcement, courts, human services agency, mental health, employment referrals, Juvenile Hall, etc.) for the purpose of addressing individual cases and/or taking action regarding negative activities and vandalism for the safety and security of the school site.

Develops and maintains positive, cooperative relationships with students' parents, staff, and the community for the purpose of removing barriers to student's success in school.

Facilitates anger management groups, educating students on defusing situations they may encounter, and providing prevention tools pertaining to drugs and alcohol for the purpose of establishing goals, plans, and success strategies.

Maintains and supports school rules, regulations and policies for the purpose of ensuring safety, health and security of students, staff and property.

Maintains a variety of confidential and non-confidential manual and electronic lists and records (e.g. program participation, contact sheets, agency referrals, etc.) for the purpose of providing required information and/or documentation.

Participates in a variety of meetings, workshops and committees (e.g. case management, substance abuse, home visits, people skills, probation referrals, works as gang counselor, etc.) for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.

Plans family meetings and parent involvement events for the purpose of providing for family support needs and complying with established guidelines.

Processes documents and materials for the purpose of documenting activities, disseminating information to appropriate parties, and meeting program requirements.

Reports suspected incidents (e.g. physical, sexual and/or substance abuse, contagious diseases, etc.) to appropriate parties as a mandated reporter (e.g. physical, sexual and/or substance abuse, contagious diseases, etc.) for the purpose of maintaining students' personal health and safety and adhering to Education Code, district and/or school policies.

Responds to requests for immediate assistance (e.g. violent offenders, gang prevention, injuries by students, student aggression toward staff, etc.) for the purpose of addressing site safety and security concerns.

Responds to inquiries from a variety of internal and external sources (e.g. parents, community agencies, auditors, students, etc.) for the purpose of providing information and/or direction as may be required.

Supports site with daily attendance, truancy, and discipline intervention process for the purpose of assisting teachers, counselors, and administration in identifying students with poor academics, attendance and behavior problems and develop appropriate plans.

Visits families and students in their homes for the purpose of enrolling students in program, interviewing parents, informing parents/students of school and/or community resources and providing student development and parenting information.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing activities; preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: community resources; early childhood development and parenting skills; life skills; family support principles; and Social Work Best Practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; communicating with culturally diverse populations, including those with limited English proficiency; maintaining confidentiality; setting priorities; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

2/14/2018

Salary Grade

40