



The United Indians of All Tribes Foundation (UIATF) is a non-profit organization working to provide vital social, cultural, and educational services to Seattle's American Indian/Alaska Native community as well as all communities in need.

JOB SUMMARY:

The Youth Advocate Lead works directly with crisis housing clients ages 18 to 24, in a mentorship role, and assists youth in fulfilling their goals to become independent and obtain permanent housing. A strengths-based approach that empowers and increases resilience is necessary in this work. This position reports directly to the Social Services Manager, and is responsible for ensuring weekly routines are maintained in accordance with Labateyah policies and procedures. The YA Lead collaborates with staff and clients in planning and completing client education, employment, and life skills goals; and assists with long-term self-sufficiency planning. The Y.A. Lead assists with the supervision of Youth Advocates and Client Interns. This position also enables us to develop a broader network of resources and referrals, so that we can provide the best possible individualized services for each client.

ESSENTIAL DUTIES AND RESPONSIBILITIES WITH PROGRAM AND CLIENTS:

- Ensure youth home policies and procedures are consistently followed. Assist Social Services Manager in ensuring program goals are met.
- Responsible for providing direct services to clients in their transition to self-sufficiency and permanent housing.
- Conduct housekeeping activities.
- Ensure safety of clients, youth home and grounds at all times.
- Provide supervision and direction to program clients.
- Provide crisis intervention and referral to services as needed, including cultural resources.
- Assist in facilitating resident groups or activities as directed, and encourage participation in cultural and other activities.
- Ensure that clients practice cleanliness and organization; and that residents complete their daily chores and maintain a clean and orderly room.
- Maintain accurate and timely written documentation in resident files, including progress notes, primary/advocacy meetings and incident reports.
- Attend all staff meetings, shift exchanges and resident staffing, providing input as needed.

Youth Advocate Lead

Job Title

9010 13th Ave NW Seattle, WA

98117

Location (address)

\$24.00/hr

Wage

Saturday-Wednesday,

4:00pm – 12:00am

Schedule

Medical Insurance / Dental Insurance

/ Vision Insurance / Paid Sick Leave /

Paid Vacation Leave / Employee

Assist Program / Paid Holidays

Benefits



- Ensure clients make progress in fulfilling personal goals, utilizing Youth Advocate Resource Guide and collaborating with other staff.
- Create an internal clearinghouse of education and employment opportunities, updating the Youth Advocate Resource Guide.
- Assist in the curricula, teaching, and speaker scheduling of the life skills learning activities, as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES WITH YOUTH ADVOCATE STAFF:

- Provide on the job training and supervision of other Youth Advocates to ensure compliance with expectations of position, and compliance with policies and procedures.
- Provide direct supervision and oversight to ensure that Youth Advocate staff engage youth to meet goals, access support services, receive housing search assistance, life skills training, budget creation assistance, etc., to support a successful move to independence.
- Monitor completeness and timeliness of all Youth Advocate primary meetings and goal sheets, creating a monthly report on status for all advocates/residents. Ensure clients are met with weekly or biweekly to confirm their employment/education/life skills plan continues to meet their needs and is being actively followed.
- Assist in the completion of bi-weekly time sheet submissions, checking accuracy.
- Assist in ensuring that shifts are adequately covered and that main office calendar is updated re: shift coverage.

OTHER KNOWLEDGE, SKILLS AND ABILITIES:

- Possess knowledge of and cultural sensitivity to the needs of Native American/Alaskan Native Youth. Ability to work with diverse populations, specifically the urban population, including knowledge of Native American history, an understanding of the diversity of local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience.
- Demonstrate decision making skills and crisis intervention skills.
- Excellent oral and written communication skills required.
- Must be confident, quick thinking and enjoy challenges, reliable, trustworthy and team oriented.
- Must have strong personal boundaries and ethics; be a healthy role model and mentor, as well as substance abuse free.

KEY COMPETENCIES:

- Knowledge of homelessness and how it impacts our communities.
- Cultural competency/humility with diverse populations and their journeys.



SPECIAL REQUIREMENTS: Due to licensing/insurance requirements or accreditation standards, some positions may require additional information to determine ability to satisfactorily perform the job tasks.

- Applicant must pass a background investigation, including relevant criminal history.
- Valid U.S. driver’s license preferred.
- Complete required training and certifications for job, including CPR/First Aid, HIPAA, Motivational Interviewing, Harm Reduction, Positive Youth Development, Trauma Informed Care within 90 days of employment.

AMERICANS WITH DISABILITY SPECIFICATIONS PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must also be able to drive during the day time and at night. When visiting client homes, driving to the office, and driving to outreach and group connection events, the employee may be exposed to a range of King County weather conditions and changing noise levels. The noise level in the office work environment is usually moderate.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. This description reflects management’s assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time. United Indians of All Tribes Foundation is an at-will employer.

<u>Hiring period</u>		<u>To Apply</u> Complete our employment application . For questions please email our HR team at jobs@unitedindians.org United Indians of All Tribes Foundation is an Equal Opportunity Employer
Starts: 2/13/23	Ends: 2/17/23	
Active recruitment for this position will not begin until the period outlined above. Applicants are welcome to submit application documents before hiring period.		