



## POSITION ANNOUNCEMENT

**Date of Notice:** November 20, 2024  
**Name of Position:** Back-Up Youth and Family Advocate  
**Respond to:** Human Resources  
4200 N. Holton Street Suite 400  
Milwaukee, WI 53212

**Closing Date:** When filled  
**Status:** Part Time/ Non-Exempt  
**Email Address:** hr@pathfindersmke.org

### **Job Purpose and Reporting Structure:**

Under the direction of the Senior Youth and Family Advocate, oversee the activities for a 24-hour runaway and homeless youth shelter.

### **Essential Duties and Responsibilities:**

1. Initiate and complete youth intake interview processes, which includes initial meetings, service explanations, assessments, and the development of shelter contracts. Assist therapists with client intervention plans, advocacy, and referrals.
2. Provide support, care, supervision, and guidance for youth, which includes meeting physical, emotional, and crisis needs. Reinforce positive behavior and administer consequences as needed. Demonstrate positive role modeling for youth. Oversee the day-to-day activities of resident youth in the shelter. Ensure that meals are properly prepared and in compliance with established nutritional standards. Assist with the purchase of groceries and program supplies as authorized.
3. Accurately complete and maintain client files and program documentation. Exchange client and program information with fellow YFAs during established shift changes.
4. Tour the facility and grounds daily to ensure a safe environment and compliance with licensing regulations. Maintain status about current equipment and furnishings in the house and report problems to the Program Manager.
5. Provide daily prevention education group activities for residents. Provide resident youth with basic independent living skills on an individual or group basis.
6. Provide telephone crisis counseling, information, and referral to meet the needs of youth, adults, and other community agencies.
7. Attend monthly meeting to pick shifts and get briefed on any changes, updates and other important information

### **Supervisory Responsibilities:**

Provide ongoing training, supervision, and guidance to program volunteers and field placement student interns. Complete verbal and written evaluations and feedback, and communicate this feedback to the volunteer or student's assigned supervisor.

### **Qualification Requirements:**

- Varied schedule based on coverage needs of a 24/7 program. Looking for a candidate to have some varied availability during the week from 7am-5pm and/or 4p-12pm and/or 11pm-8am. Back-Up staff share shift coverage responsibilities of Friday and Saturday overnights so candidate must have this availability at least a few weekends a month.
- Requires education generally equivalent to a high school diploma. A Bachelor's degree from a four-year college or university with emphasis in social work or related field is preferred. At least one semester as a volunteer or student advocate assistant experience and demonstrated competence in supervising youth preferred. Individuals not possessing a four-year degree in the human services field must successfully complete internal job training. Previous experience in working with youth in a residential setting preferred.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals. Ability to write routine reports and business correspondence. Ability to speak effectively before groups of residents or employees of the organization.
- First aid certification is required but can be obtained after hire.
- Ability to work independently within the parameters of the program and to be able to work in an environment where there is frequent exposure to stressful/crisis situations. Ability to respect and maintain confidentiality. Ability to working with non-judgmental attitude in a population comprised of diversity in gender, socio-economic and ethnic group, sexual orientation, and physical or mental abilities.

### **Additional information:**

Pay Range \$15 - \$17 per hour. Opportunity to join a caring and committed team of professionals.

### **Response:**

Send letter of interest, current resume, and salary expectations via email to [hr@pathfindersmke.org](mailto:hr@pathfindersmke.org). Organizational information can be found at [www.pathfindersmke.org](http://www.pathfindersmke.org). No phone calls will be accepted.

**An Equal Opportunity Organization** - Pathfinders is deeply committed to diversity in all that we do. We welcome applications from all individuals including those who mirror the diversity of our youth and the community we serve.