



## POSITION ANNOUNCEMENT

Date of Notice: December 5, 2024  
Name of Position: Youth and Family Advocate  
Respond to: Human Resources  
4200 N. Holton Street, Suite 400  
Milwaukee, WI 53212

Closing Date: When filled  
Status: Full-Time/Exempt  
Contact: [hr@pathfindersmke.org](mailto:hr@pathfindersmke.org)

### Job Purpose and Reporting Structure:

Under the direction of the Program Manager, 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 and appropriate discipline 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 Human Resources & Operations 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. Coordinate program-related projects as assigned by the Program Manager. Projects can include, but are not limited to, completing youth and parent follow-up surveys, maintaining records and bus tickets for Milwaukee Public Schools project, or representing the program within the community through outreach or participation in targeted work groups or committees.
8. Communicate with the Volunteer Coordinator, new interns, and community volunteers in order to organize and establish our shelter volunteer schedule on an ongoing basis.
9. Other duties may be assigned.

### Supervisory Responsibilities:

None required.

### Requirements:

- Qualified applicants require education generally equivalent to a Bachelor's degree in the human services field, with a Bachelor's degree in social work preferred, and/or life experiences and two years' experience working with youth. Previous experience in working with youth in a residential setting preferred
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- Must be available for one overnight and one weekend shift

### Additional information:

- \$35,700 - \$40,500 annual salary. Enjoy generous PTO, Benefits and the 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). Please specify which position you are applying for. 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