



POSITION ANNOUNCEMENT

Date of Notice: May 20, 2026
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

Job Purpose and Reporting Structure:

Under the direction of the Youth Shelter Program Manager, provide consistent, caring and supportive shelter care services and activities to run away and homeless youth in crisis ages 11-21, served in our 24-hour Youth Shelter program.

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 trauma-informed 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 and Community Engagement Manager, new interns, and community volunteers each semester in order to organize and establish our shelter volunteer schedule on an ongoing basis.
9. Attend agency/program meetings and trainings.
10. Other duties may be assigned.

Supervisory Responsibilities:

Provide ongoing training, supervision, and guidance to program volunteers and field placement student interns. Complete verbal and written evaluations and feedback.

Requirements:

1. A Bachelor's degree in social work is required. At least one year of relevant childcare experience required. Previous experience in working with youth in a residential setting preferred.
2. The candidate **must live in the city of Milwaukee** or be willing to move within 90 days of hire.

Additional information:

Salary starts at \$35,700. Enjoy generous PTO, Benefits and the opportunity to join a caring and committed team of professionals. This position is union eligible.

Response:

Send letter of interest, current resume and salary expectations via email to hr@pathfindersmke.org. Please specify which position you are applying for. Organizational information can be found at 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