



POSITION ANNOUNCEMENT

Date of Notice: August 14, 2026
Name of Position: Youth and Family Advocate
Respond to: Pathfinders
Pathfinders 4200 North Holton Suite 400
Milwaukee, WI 53202

Closing Date: When filled
Status: Fulltime /Non-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 runaway and homeless youth in crisis ages 11-21, served in our 24-hour Youth Shelter program. This is a union eligible position.

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

Qualification/Requirements:

- A Bachelor's degree in social work is preferred. At least one year of relevant childcare experience required. Previous experience in working with youth in a residential setting preferred
- Qualified candidates **must live in the city of Milwaukee** or be willing to move within 90 days of hire
- Must be available to work a variety of shifts, including: Day shift, Mid –day shift and Overnight shift. One shift must be an overnight and one shift must be on the weekend shifts
- First aid certification is required, but can be obtained after hire
- State social work certification preferred
- 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 while maintaining respect and 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:

Annual salary starting 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.