**JOB ANNOUNCEMENT**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Youth and Family Advocate</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Administration</td>
</tr>
<tr>
<td>Supervised By:</td>
<td>Indian Child Social Services Program Director</td>
</tr>
<tr>
<td>Location:</td>
<td>Alpine</td>
</tr>
<tr>
<td>Status:</td>
<td>Non-Exempt, Hourly</td>
</tr>
<tr>
<td>Posted:</td>
<td>September 23rd, 2019</td>
</tr>
<tr>
<td>Closing Date:</td>
<td>Until Filled</td>
</tr>
<tr>
<td>Compensation:</td>
<td>$21.63-$28.85/hr- DOE</td>
</tr>
<tr>
<td>Grant:</td>
<td>Grant Funded</td>
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<tr>
<td>Hours:</td>
<td>Monday-Friday, 10:00 am – 6:30 pm.</td>
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**GENERAL STATEMENT OF RESPONSIBILITIES:**

The Youth and Family Advocate provides coordination of case management services, child protection services, and provides training and support to recognize at risk or victimized children. Youth and Family Advocate will coordinate and conduct activities for victimized or at-risk children at local schools, train collaborating organizations the warning signs of crimes associated with abused/neglected or at-risk children (dating violence, bullying, cyber-crimes, etc.) and assist to improve collaborative services/referrals for the children of victims of crime.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

The Youth and Family Advocate maintains a caseload of families and in person contact with the youth and family.

1. The Youth and Family Advocate provides and/or secures support and crisis/emergency services for children who are victims of crime or at-risk.

2. The Youth and Family Advocate upon receipt of a referral, will accompany San Diego County Child Welfare Services during interviews to identify family members, supports/agency representatives and other significant persons in situations where the target child may be a victim of crime.

3. Provide comprehensive, educational, community-based training within local school districts to bring awareness on how to recognize at-risk or victimized children.
4. The Youth and Family Advocate identifies family’s strengths and needs, provides assistance with any immediate needs in order to develop a service plan for victimized children.

5. Able to participate and possibly facilitate case consults.

6. Accompany County Social Workers during forensic interviews on children that may have experienced sexual and/or physical abuse, when necessitated.

7. Follow through on court order and conditions to assure accuracy, timeliness, and accountability.

8. The Youth and Family Advocate must monitor the provision and quality of services provided to the family as the liaison when new services/resources need to be sought or developed.

9. The Youth and Family Advocate provides and/or arranges for transportation for clients to placement, crisis or respite services, etc.

10. The Youth and Family Advocate completes all the necessary paperwork in a strength-based manner, collects required data, and maintains accurate information.

11. The Youth and Family Advocate collaborates with other necessary resources, organizations, or individuals to assist the youth and family, i.e. County Case Managers, Probation Officers, Judges, District Attorneys, Attorneys, Teachers, Physicians, etc.

12. Ability to manage time effectively.

13. Must have working knowledge of computer software applications i.e. Microsoft Office Suite: Word, Excel, PowerPoint, and Outlook.

14. Working knowledge of Agency policies and procedures, HIPAA, Department of Mental Health, Department of Social Services, and other state, federal regulations.

15. Understanding of the Award Terms and Conditions.

16. Ability to work a flexible schedule may be required based on need.

17. Other duties as assigned

QUALIFICATIONS:

Date: 10.2019

Initial / / Date
**Education/Experience:** Possess a Bachelor’s degree in the Social Services or other Behavioral Science field. Master’s Degree in related field preferred. Minimum two years’ experience working as a social worker is preferred. Have comprehensive experience working with children, youth and families. Education, training, and/or experience, which clearly demonstrates possession of the knowledge and skills stated above. Applicant must have excellent interpersonal, psychosocial assessment skills and communication skills. Must be familiar and comfortable using computer programs including Microsoft Office components or equivalent. Applicant must be able to demonstrate past success in working with multi-cultural communities, preferably Native American. Possess the ability to work with tribal officials, county agencies, tribal community members, funding agencies, and all Southern Indian Health Council departments.

Applicant must be able to adapt to changing situations and circumstances and handle pressure with dignity, in all circumstances maintaining confidentiality. Possess an ability to act professionally at all times in the workplace and community. Must be able to work flexible hours as required to meet department needs and work collaboratively in a team approach.

**Licenses/Certifications:** A valid California driver’s license required at the time of appointment and must be maintained throughout employment. Applicant must be insurable under SIHC vehicle insurance policy at the time of hire and throughout employment.

Certifications and/or licenses appropriate to the positions required education and profession must also be valid and maintained.

**Character:** Applicants must have a reputation for honesty and trustworthiness. Must be responsible and able to exercise good judgment, accept administrative supervision, pay attention to detail, follow instructions, including the ability to interact effectively and communicate with people in a professional and courteous manner. Must be highly confidential and respect confidentiality to all limits of the governing laws and ethics. Applicant must be able to work as a team with other staff. Applicant should be sensitive to client’s needs and knowledgeable about the local Indian community.

**Other:** Applicants should have thorough knowledge of the laws, rules, and regulations governing substance abuse treatment, patient records, and reporting procedures. Applicant must be versed in crisis intervention techniques and the cultural practices of Native Americans.

Applicants must successfully pass a tuberculin skin test or x-ray, and blood/urine drug screening test. Health must be adequate to perform all duties of the position. Due to the position having contact with Indian children, the selected candidate will have an extensive background check including submission to fingerprinting with the FBI and Department of Justice.

Applicants must complete an SIHC application and submit it to Human Resources.
INDIAN PREFERENCE:

INDIAN PREFERENCE: In the filling of any SIHC job vacancy, preference may be given to qualified Native American Indians, pursuant to the Indian Preference Hiring Act, 25 USC 472, unless other laws require the filling of a vacancy without regard to Indian preference (e.g. Public Law (P.L.) 94-437, “Indian Health Care Improvement Act (IHCIA). To receive Indian preference for any SIHC position, the applicant must be enrolled, or be eligible for enrollment, as an American Indian with their Tribe, or must be certified as an American Indian from the designated Tribal Representative. Applicants claiming Indian preference must attach verification of their claim to the SIHC application, including Certification of form BIA-4432, which is available from the SIHC Human Resources Department. If verification is not or cannot be verified, the applicant will not receive Indian preference for purposes of the interview.