



Job Description

YEP Mentors, Youth Advocate

Organizational Summary

The Youth Empowerment Project (YEP) is a community-based, 501(c) 3 non-profit organization that provides an array of services to underserved youth in the Greater New Orleans region. YEP provides the highest quality services to all of our youth and their families.

YEP's Mission

The Youth Empowerment Project engages underserved young people through community-based education, mentoring and employment readiness programs to help them develop skills and strengthen ties to family and community.

YEP's Vision

YEP envisions a community where all people have access to the opportunities, skills, resources and relationships they need to actualize their potential.

The YEP Works Employment Retention Coordinator must share YEP's **Core Values of:**

RESPECT YEP believes all people have value and should be treated with dignity.

INTEGRITY YEP is honest and sincere.

PROGRESS YEP believes in ongoing learning and innovation.

KINDNESS YEP is caring and generous.

ACCOUNTABILITY YEP is responsible to its participants, families, community, donors and other stakeholders.

Position Summary

A YEP Youth Advocate (YA) is a direct care worker and is responsible for providing case management and mentoring services to youth enrolled in the mentoring programming based in St. Charles Parish. The YA will work directly with youth who are involved in YEP's mentoring programs who are on probation/ parole in OJJ's Region 4 area (primarily focused on St. Charles, St. James the Baptist, and Lafourche parishes) or youth who are engaged in the St. Charles Parish Family in Need of Services (FINS) programming.

In this role the YA will service youth referred to YEP's case management and mentoring services; interfacing directly with a variety of justice system stakeholders, including probation officers, service providers, and other representatives of the court as a part of providing holistic wrap-around supports to youth participants and their families. Additionally, the YA will assist participants with regular transportation in order to engage in YEP's program as well as enabling them to engage in other services they are in need of. At any given time, a YA may have a caseload between 8 and 15 youth. YA's are primarily responsible for ensuring that the youth in their caseload receive quality mentoring and supportive services that are guided by the young person's individualized service plan, making sure to document progress as it occurs. The YA will report directly to the Juvenile Justice Program Director, St. Charles.

Position Responsibilities

Although the following list is not exhaustive, it covers a wide range of a Youth Advocate's responsibilities:

- Ensure the protection of confidential client information
- Provide mentoring support to youth referred to YEP for services

- Schedule and conduct intake appointments with youth and families referred to YEP for services
- Participate in the development of individualized service plans for youth
- Develop healthy, mentoring relationships with youth participants
- Initiate in weekly contact with youth engaged in YEP's mentoring services
- Participate and assist with implementing regularly scheduled structured mentoring, enrichment, and/ or psycho-educational group activities
- Maintain regular contact (oftentimes upwards of 3-5 times per week) with youth (phone and face-to-face)
- Regularly review each youth's progress toward meeting goals outlined in the service plan
- Model pro-social behaviors for youth
- Confront youth on negative or delinquent behaviors and consult with supervisor regarding such behaviors
- Provide transportation to youth clients (and families as required) to and from appointments, activities, and programming events (as needed)
- Develop relationships with families of youth clients and maintain regular dialogue with family members about youths' needs, progress in the program, and challenges
- Participate in and assist with facilitation of structured group activities
- Attend meetings with youth and their families, e.g., school, medical, mental health, substance abuse, court, etc.
- Review and input data and demographic information into the YEP database / Efforts to Outcomes (ETO)
- Regularly maintain case notes that capture all work done on each client's case, e.g., daily contacts, mentoring activities, school visits, and case management activities
- Thoroughly document all work done on behalf of youth clients
- Prepare regular progress reports, as needed by court and school officials on youth clients
- Maintain comprehensive and organized hard and electronic files for each youth client
- Attend all mandated trainings related to professional skill development
- Advocate for youth clients within a variety of settings, including, but not limited to school, juvenile court, medical and mental health agencies and other community based service providers
- Maintain regular meetings with the program director for supervision, client review, and submission of progress reports
- Ability and willingness to work a "non-traditional" work schedule, including evenings

Training

Youth Advocates will receive necessary training in areas that include effective communication with youth and families, adolescent development, advocacy in a variety of settings, positive mentoring activities, navigating local systems, and understanding applicable professional, ethical, and legal rules.

Qualifications

- Bachelor's degree preferred, however applicants with a high school diploma/ equivalency as well as **significant** relevant experience will be strongly considered
- A minimum of 1 year of experience working with court-involved and/or disconnected and/or out-of- school youth required, 2-3 years of experience is preferred
- Previous professional experience with case management, client documentation and progress reporting is preferred
- Deep commitment to supporting and working with underserved youth
- Commitment to YEP's mission and core values
- Clear and deep commitment to supporting system involved and high need youth
- Proven understanding of the challenges faced by young people as well as poor and vulnerable populations
- Excellent interpersonal skills and the ability to develop trusting relationships with a wide range of stakeholders
- Familiarity with St. Charles, LaFourche, and St. John the Baptist Parishes and comfortable working in a range of neighborhoods
- Familiarity with social service agencies, local schools and school personnel, youth serving agencies, and key community stakeholders who interface with court-involved youth and their families, preferred

- Flexible, dependable and has an excellent work ethic
- Strong writing skills
- Computer literate (good typing skills and proficient with Microsoft office)
- Must own a car and possess a valid Louisiana driver's license and insurance
- Ability to engage in physical activities in order to participate in enrichment and recreation activity with youth
- Be at least 21 years of age
- Understanding relevant practices of youth development

Salary and Compensation

The annual salary for this position is competitive and commensurate with experience for the local non-profit sector. This position is full time with an excellent benefits package.

**To be considered for this position please email your resume and cover letter to jobs@youthempowermentproject.org.
NO PHONE CALLS, please.**