



## VCN Youth Advocate Job Description

<b>Job Title:</b>	VCN Youth Advocate
<b>Job Category:</b>	Social Services
<b>Primary Location:</b>	Los Angeles 90011
<b>Department:</b>	Workforce Development Department (WDD)
<b>Reports To:</b>	VCN YouthSource Manager
<b>Direct Reports:</b>	None
<b>Seniority Level:</b>	Entry-Level
<b>FLSA Status:</b>	Non-Exempt
<b>Job Type:</b>	Full Time
<b>Travel:</b>	No

### POSITION SUMMARY

The VCN Youth Advocate will be part of an innovative team of service providers and educational experts that will work collectively to create/run an innovative program for young people in South Los Angeles that face the greatest barriers to finding employment. The VCN Youth Advocate will provide one-on-one supportive services to at-risk and transition-age youth in the VCN YouthSource Center who are preparing to join the workforce. The VCN Youth Advocate will assess basic needs, identify barriers to employment and education, develop an Individual Service Plan to address those barriers, and coordinate services to help youth prepare for and secure living wage jobs with a career path upon graduation of the Workforce program. The VCN Youth Advocate should spend 50% of time providing individual and group case management. 30% of the advocate time will be spent on researching resources that eliminate barriers to employment and education and solidifying relations with other services providers. The final 20% of advocate time will be used for soft skills building, file quality assurance, and office case management documentation.

### ESSENTIAL DUTIES & RESPONSIBILITIES

1. Contact, receive and review referrals to the VCN YouthSource Center from local schools, community-based organizations, and government agencies, including walk-ins.
2. Work 1-2 Saturdays per month as needed.
3. Participate and coordinate outreach activities that include making presentations to non-profit organizations, government agencies, probation/parole staff and agencies, schools, and conduct door to door outreach in targeted neighborhood of South Los Angeles.
4. Conduct program orientation and intake assessments for incoming youth that will be on the Youth Advocate caseload.



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5. Recruit and enroll 60 youth for youth caseload annually (July 1 – June 30)
6. Facilitate weekly and monthly readiness assessments for youth interested in receiving WIOA services.
7. Conduct individual needs assessments that captures barriers to basic needs such as housing and food; education level and school enrollment; current income, employment, and past work experience; eligibility for Independent Living Program services through the foster care system; gang affiliation; and involvement with the justice system
8. Develop an Individual Service Plan, that identifies barriers to employment and action steps and creating goals to become self-sufficient to address those barriers.
9. Place youth in part-time entry-level work with on-the-job training as part of CRCD's training component. Ensure all youth complete 120 hours of work experience through Workforce Innovation and Opportunity Act (WIOA).
10. Identify and secure 2-4 worksite partnerships for youth entering the Youth Advocate caseload.
11. Accurately enter participant data into the JobsLA system and the Efforts to Outcomes (ETO) system
12. Assist youth with enrollment in Los Angeles Trade Technical College
13. Support youth in attaining a high school diploma or general equivalency degree.
14. Observe youth in classroom setting and provide resolutions to classroom disruptions.
15. Participate in quarterly and annual professional development.
16. Assist youth with placement into jobs or internships that are allowed with their personal and professional goals.
17. Oversee and coach interns, and other staff responsible for providing direct support to youth in the program.
18. Facilitate and coordinate life skills workshops and educational activities for youth on your caseload.
19. Enter case notes, performance completion, and case management interventions in the participant case file and JobsLA.
20. Coordinate service learning and civic engagement events for participants on your caseload.
21. Conduct weekly individual and group case management sessions.
22. Must have a great personality and willingness to work with youth that display challenges of working with authority.



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### MINIMUM QUALIFICATIONS

1. Associates degree in Human Services preferred and three to four years related experience or equivalent combination of education and experience
2. Current California driver license with a clean driving record
3. Experience verifying WIOA eligibility and delivering WIOA services
4. Understanding and experience of implementing the 14 WIOA program elements
5. Experience entering data into the JobsLA system
6. Experience in registering or enrolling youth into community college
7. Fluent in case management facilitation
8. Experience in facilitating group workshops
9. Understanding and knowledge of education disparities in the Vernon-Central community
10. Proficient in reading and writing

### PREFERRED QUALIFICATIONS

1. Previous experience working with foster youth
2. Experience working with the African American and Latino community
3. Knowledge of Los Angeles community resources and social service providers
4. Knowledge and understanding of community development and non-profit sector
5. Proficient in Microsoft Office (Word, Excel, Power Point, etc)
6. Trained in delivering case management services (Training certificate is a plus)

### WORK ENVIRONMENT

1. On occasion walk or drive to different local sites throughout the day.
2. Regularly required to sit, stand, bend, and occasionally lift or carry up to 35 lbs.
3. Combination of field and office environment.
4. May necessitate working in busy and loud environments.
5. May be exposed to elements like cold, heat, dust, noise, and odor.
6. Work regularly in a community that is exposed to gang activity, substance use, homelessness, and high unemployment rates.
7. This is not a work-from-home position

### RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES

1. Encompass a “do whatever it takes approach” to serving our community
2. Always maintain a safe work environment and confidentiality.
3. Be proactive, creative, flexible in determining, evaluating & resolving issues.
4. Organize & prioritize multiple activities to meet all external & internal deadlines.
5. Maintain professional demeanor that reflects positively on the agency.



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6. Demonstrate respect and courtesy toward others.
7. Able to thrive in a work environment emphasizing teamwork and collaboration.
8. Respond in a timely manner in all aspects of communication.
9. Regular and prompt attendance in the office is required
10. Work with limited to minimum supervision.
11. *Perform other duties as assigned by your supervisor.*

**BENEFITS**

- Dental, Vision, Medical Benefits: CRCD is in the top 10% for excellent employee benefits for non-profit organizations. CRCD offers 80% employee paid and 60% dependent paid medical
- 401K eligibility to participate from day one and up to 6% matching after one year
- Flexible Spending Account (FSA)
- Short-Term & Long-Term Disability, Accident, and Hospital Indemnity
- Whole Life Insurance, College Funding Plans/529 Savings Plan from Principal
- Pet insurance, Legal/ID Theft
- Generous work/life balance
- 13 paid holidays

**CRCD is a mandatory vaccination employer for COVID-19 and its variants. COVID-19 vaccination is mandatory for employment. As such, all CRCD employees must be fully vaccinated against COVID-19, including new hires. All new hires must provide proof of vaccination on or before their start date; alternatively, new hires may request a medical or religious exemption on or before their start date. If a new hire requires a medical or religious exemption, CRCD will engage in the interactive process with the new hire; a new hire cannot begin working for CRCD until the medical or religious exemption application has been approved. Similarly, if a new hire is not yet vaccinated, CRCD will delay the start date until the new hire can provide proof of vaccination or approval of a medical or religious exemption application.**

CRCD and is an Equal Opportunity Employer and is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the EEO/ADA Coordinator. EEO /ADA Coordinator contact: Stacey Cabling (213) 743-6193

**ACKNOWLEDGEMENT**

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Employee Incumbent Name	Employee Signature	Date
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**All candidates are subject to a criminal history check and meet CRCD’s criteria regarding criminal history.**

**All candidates must pass background check conducted by LA County.**