



## Position Announcement: Advocate

Heart of Oregon Corps is hiring for a qualified Advocate (case manager) with motivation, professionalism, talent, and passion for empowering and inspiring positive change in the lives of young people.

At Heart of Oregon Corps, 16-24 year old local young people with barriers to success, improve their own lives while gaining job skills on projects that improve the community. In Heart of Oregon's YouthBuild program, 16-24 year-old local young people improve their lives by learning construction trade skills while building affordable housing in the community and completing their GED or diploma and preparing for their futures. Heart of Oregon YouthBuild partners with local school districts and COCC. Learn more at [www.heartoforegon.org](http://www.heartoforegon.org).

We're looking for an Advocate (case manager) who will deliver counseling, case management and support to an assigned case load of active and alumni youth to facilitate program success, graduate transitions, and strengthen career and post-secondary development. The Advocate will provide one-to-one counseling, barrier assessments, individual plans, and year two follow-up engagement contracts. The ideal candidate will lead the case management team of each youth, oversee data collection, data entry, case file management, and work directly with our school district partners. The Advocate will coordinate program initiatives and grant compliance for the mentoring component for the YouthBuild program. The ideal candidate will recruit and supervise mentors and volunteers, schedule and support logistics for mentoring events, coordinate activities and provide support for our youth. The Advocate must have demonstrated ability to engage young people from "at risk" conditions in meaningful, interesting, and creative learning experiences. They must also have a sincere desire to assist young people to succeed, develop self-confidence and become effective community leaders and familiarity with various challenges and issues faced by youth from low-income communities.

The Program Headquarters is just outside of Sisters, Oregon. Advocates may need to drive students to GED tests, service projects, and meet with students in their community throughout the region. The position is supervised by the Program Director and is a larger part of a larger program staff team of 12, including one other full-time Advocate. Heart of Oregon Corps is a regional non-profit that operates 6 youth training programs.

The ideal candidate will have at least four years case management, advocacy, counseling, job development or program coordination experience with young adults. A minimum of a Bachelor's degree, preferably in counseling, psychology (or comparable experience) is required. Masters degree in Counseling or Social Work and licensure strongly preferred. Knowledge of human service, health, court, and criminal justice system programs, regulations and procedures, and alternative programs. Excellent interpersonal and problem solving skills with an ability to relate to a wide range of issues, people and institutions. Bilingual (Spanish) skills preferred. The ideal candidate will have a strong commitment in helping young people succeed in an innovative training program, reorient their lives, nurture their leadership and enable them to make a difference in their community. The Advocate position must have

the ability to relate sensitively to a multiracial and multicultural group of young people with respect for their ideas and their intelligence. A good sense of humor is welcomed and desired!

Starting wage range for the position is \$18.50-19.75/hour DOE. This is a full-time, year-round, hourly staff position, with employee health, dental and vision benefits paid 100% by the employer, 9 paid holidays, and 80 hours paid vacation and 40 hours paid sick time/year.

If you are interested, please submit the following to [hr@heartoforegon.org](mailto:hr@heartoforegon.org).

-A HOC Employment Application (<http://heartoforegon.org/who-we-are/careers.html>)

-A Cover Letter (in an email is ok)

-A Resume

Send to: Heart of Oregon Corps

PO Box 279, Bend OR 97709

-or-

541-306-3703 (FAX)

Final candidates will need to complete an interview, additional paperwork, provide references, and complete a post-offer background check and drug screening. Valid driving license and good driving record required, drivers must complete a DMV check. We are an Equal Opportunity Employer, women and minority candidates are encouraged to apply!

Our goal is to have the position filled by the week of April 8. **Please submit application packages by Monday, April 1 at 8 am, for full consideration.**

Thank you for your interest!

*Heart of Oregon Corps is an equal opportunity employer; auxiliary aids and services are available upon request to individuals with disabilities. As a recipient of Federal financial assistance, Heart of Oregon Corps is prohibited from discriminating on the grounds of race, color, religion, gender, national origin, age, disability, political affiliation or belief, and against any beneficiary of programs on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States. This project was funded in part by a grant awarded under the YouthBuild Grant Initiative, as implemented by the U.S. Department of Labor's Employment & Training Administration.*