



Position Description

Position:	Advocate
Reports to:	Program Director
Status:	Full-time, Regular Position. Non-Exempt
Summary:	Provide counseling, case management and support to assigned case load of active and alumni youth to facilitate YouthBuild program success, graduate transitions, and strengthen career and post-secondary development. Provide one-one counseling, barrier assessments, individual plans, and follow-up engagement contracts. Oversee data collection, entry, and case file management. Teach related classes or lead groups.

All-Agency Duties and Responsibilities

- Uphold HOC's mission, vision, and values
- Conform to HOC's policies, procedures, and protocols
- Interact with all corps members and staff with high ethics, accountability, and confidentiality
- Strive towards quality improvement: participate in evaluation of individual and team functioning; actively work towards team goals and HOC's objectives
- Strong commitment to helping young people succeed in our programs.
- Ability to relate sensitively to a multiracial and multicultural group of young people and coworkers. Respect for the ideas and intelligence of young adults.

Essential Functions/Major Responsibilities

- Provide 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. Meet grant and program outcome goals for program retention, and post-program placement and retention.
- Conduct barrier assessments, individual plans, and follow-up engagement contracts and supportive services to youth.
- Lead the Case Management Team of each youth and document services via case notes.
- Teach classes or lead groups such as career pathways, healthy relationships, life skills, college success, and counseling groups as assigned, planning curriculum and preparing materials as needed.
- Coordinate recruitment and enrollment of new participants from targeted demographic groups.
- Ensure proper documentation of services, case file management, and complete timely and accurate data entry in a variety of systems that track program implementation meet grant requirements. Assist or lead in grant administration tasks as assigned by the Program Director.
- Maintain and develop relationships with outside supports and referral partners, including family, probation and parole officers, other case managers, and other social service agencies to ensure continuity of support.
- Maintain and develop relationships with post-secondary and business partners to develop placement opportunities and retention strategies for youth.
- Supervise and support AmeriCorps members and/or volunteers in related roles in accordance with HOC's and AmeriCorps' policies and procedures when applicable.

- Assist in program planning and decision making, keeping the Program Director informed of the progress, problems and needs of the program.
- Arrange and coordinate enrichment and service activities (on and off property) for participants.
- Safely transport youth and/or co-workers for organizational businesses in a HOC or personal vehicle.
- Other duties as assigned.

Secondary Functions

- Utilize office processes, procedures, and technology efficiently to complete work.
- Assist supervisor with tasks and projects as assigned
- Attend all assigned HOC meetings, trainings, and events
- Assist in publicizing HOC to the Central Oregon community

Job Scope

Supervisory Responsibilities (if applicable):	Number of Staff Employees Supervised: 0 Staff Positions Supervised: N/A Staff Supervisory Duties: None ___ Scheduling and Assigning Work ___ Training ___ Wage/Salary actions ___ Disciplinary actions ___ Performance review ___ Hiring/Termination Notes: Position will also supervise volunteers and program participants.																														
Interpersonal Contacts:	Constant interpersonal contact required with participants, volunteers, and supervisors. Position requires frequently supervising, training, and supporting individuals with physical, mental, and/or developmental disabilities where highly developed interpersonal skills are required.																														
Specific Job Skills:	License/Certifications: First Aid and CPR preferred. Licensed counselor or social worker and/or CADCI preferred, but not required. Valid driver's license. Technical: Physical Capabilities: Operating vehicle Additional:																														
Education/Related Experience:	Minimum education required: Bachelor's Degree. Master's degree in counseling or related field preferred but not required. Minimum time in related position: Four (4) years case management, advocacy, counseling, job development, or program coordination experience with young adults.																														
Job Conditions:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"><i>Bending, Reaching:</i></td> <td style="padding: 2px;">None</td> <td style="padding: 2px;"><u>Occasional</u></td> <td style="padding: 2px;">Frequent</td> <td style="padding: 2px;">Constant</td> </tr> <tr> <td style="padding: 2px;"><i>Climbing:</i></td> <td style="padding: 2px;">None</td> <td style="padding: 2px;"><u>Occasional</u></td> <td style="padding: 2px;">Frequent</td> <td style="padding: 2px;">Constant</td> </tr> <tr> <td style="padding: 2px;"><i>Physical Lifting:</i></td> <td style="padding: 2px;">Up to 10 lbs</td> <td style="padding: 2px;"><u>Up to 25 lbs</u></td> <td style="padding: 2px;">Up to 50 lbs</td> <td style="padding: 2px;">Over 50 lbs</td> </tr> <tr> <td style="padding: 2px;"><i>Pushing/Pulling:</i></td> <td style="padding: 2px;">None</td> <td style="padding: 2px;"><u>Occasional</u></td> <td style="padding: 2px;">Frequent</td> <td style="padding: 2px;">Constant</td> </tr> <tr> <td style="padding: 2px;"><i>Walking:</i></td> <td style="padding: 2px;">None</td> <td style="padding: 2px;">Occasional</td> <td style="padding: 2px;"><u>Frequent</u></td> <td style="padding: 2px;">Constant</td> </tr> <tr> <td style="padding: 2px;"><i>Walking on uneven/steep surfaces:</i></td> <td style="padding: 2px;"><u>None</u></td> <td style="padding: 2px;">Occasional</td> <td style="padding: 2px;">Frequent</td> <td style="padding: 2px;">Constant</td> </tr> </table>	<i>Bending, Reaching:</i>	None	<u>Occasional</u>	Frequent	Constant	<i>Climbing:</i>	None	<u>Occasional</u>	Frequent	Constant	<i>Physical Lifting:</i>	Up to 10 lbs	<u>Up to 25 lbs</u>	Up to 50 lbs	Over 50 lbs	<i>Pushing/Pulling:</i>	None	<u>Occasional</u>	Frequent	Constant	<i>Walking:</i>	None	Occasional	<u>Frequent</u>	Constant	<i>Walking on uneven/steep surfaces:</i>	<u>None</u>	Occasional	Frequent	Constant
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<i>Prolonged Standing:</i>	None	<u>Occasional</u>	Frequent	Constant
<i>Prolonged Sitting:</i>	None	Occasional	<u>Frequent</u>	Constant
<i>Eye/Hand Coordination:</i>	None	<u>Occasional</u>	Frequent	Constant
<i>Visual concentration on equipment:</i>	None	<u>Occasional</u>	Frequent	Constant
<i>Concentrated reading/writing:</i>	None	Occasional	<u>Frequent</u>	Constant
<i>Use of upper extremities in a repetitive motion: (ie to use computer and telephone).</i>	None	Occasional	<u>Frequent</u>	Constant
<i>Rapid reaction to physical changes (ie operating equipment):</i>	<u>None</u>	Occasional	Frequent	Constant
<i>Extended periods of outdoor exposure:</i>	<u>None</u>	Occasional	Frequent	Constant
<i>Extreme Cold:</i>	<u>None</u>	Occasional	Frequent	Constant
<i>Extreme Heat:</i>	<u>None</u>	Occasional	Frequent	Constant
<i>Additional: Temporary modifications to provide reasonable accommodations do not waive any essential functions of the job requirements.</i>				

Employee Printed Name

Signature

Date

Supervisor Printed Name

Signature

Date

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.