



The Bridge For Youth On-Call Youth & Family Advocate August 2023

POSITION TITLE

- On-Call Youth & Family Advocate (YFA)

CLASSIFICATION

- Non-Exempt; Part-Time

REPORTS TO

- Assistant Program Manager

PRINCIPLE GOAL OF BFY SERVICES:

The Bridge for Youth (BFY) centers youth voice, justice, and equity in all we do, and empowers youth experiencing homelessness through safe shelter, basic needs, and healthy relationships. For over 50 years, BFY has been at the forefront of addressing youth homelessness in Minnesota, positively impacting the lives of the most vulnerable youth in our community, through youth-centered programs that offer a pathway out of poverty and chronic homelessness.

POSITION PURPOSE:

The On-Call YFA is responsible for providing direct services to youth and their families for the physical, emotional, and psychological well-being of youth during their involvement with BFY services. This position provides supervision to youth in a milieu setting and shifts are assigned according to program needs.

We ask all staff to:

- Lead within a framework of agency values, philosophies, and goals, including team commitment and cooperation across BFY services and programs
- Emulate and enthusiastically promote the organizational culture as defined by the identified values statements and racial justice and equity opportunities of BFY
- Lead in building upon and strengthening a culture of establishing and nurturing relationships
- BFY believes in team, collaboration, and constantly developing a supportive and caring environment for each other. Sometimes we are asked to lean in above and beyond our position description and we enthusiastically do so

ESSENTIAL RESPONSIBILITIES:

1. *Resilience House & Gloria's Place (Emergency Services)*

- Engage, interact, and supervise youth (10-17 years old; newborn to 3 yearsold) in a milieu setting
- Teach and assist youth in daily living skills such as cleaning, laundry, cooking, etc.
- Assist in preparation and coordination of meals
- Assist in providing medications as directed by pharmacist/medical provider to youth and recording all medications taken by youth
- Co-facilitate and lead group sessions with youth in program
- Provide counseling and support to youth as needed



The Bridge For Youth On-Call Youth & Family Advocate August 2023

- Provide screenings for services, administer assessments and intake services, document and report abuse (when necessary)
- Answer BFY Text4Help line, take messages, or relay information to families and provide resources
- Ensure case management plan of youth is followed and information is accurately documented in youth files
- Enter information, as needed, in Client Record Management (CRM)
- Respect youth confidentiality and always demonstrate appropriate boundaries with youth and families
- Check BFY email on a regular basis
- Adhere to all BFY policies, practices and procedures

2. *Marlene's Place Responsibilities*

- Initiate, develop and maintain positive relationships with youth (16-20 years old) & their children (newborn to 3 years old) through applying Marlene's Place Parenting Traditions from initial contact through entire stay
- Provide counseling and support to the youth as needed
- Help support home-like environment through daily internal and external activities with shopping, cooking and providing activities for youth to engage with staff and other youth in Marlene's Place program
- Supervise and assist in completing chores as needed
- Provide screenings for services, administer assessments and intake services, document and report abuse (when necessary)
- Ensure case management plan of youth is followed and information is accurately documented in youth files
- Enter information, as needed, in CRM
- Respect youth confidentiality and always demonstrate appropriate boundaries with youth and families
- Check BFY email on a regular basis
- Adhere to all BFY policies, practices and procedures

4. *Required Qualifications*

- Required
 - At least two years of experience working with youth in similar setting
 - Ability to demonstrate commitment to diversity and inclusion
 - Attend four (4) hours of in-service training annually at BFY (not including initial onboarding) and maintain status of all training required by Department of Human Services (DHS) and BFY
 - Must clear a background check
- Preferred
 - BA/AA degree in psychology, social work, marriage and family therapy or related clinical



**The Bridge For Youth
On-Call Youth & Family Advocate
August 2023**

- human services field or two years of experience working with youth in similar setting
- Valid driver's license, satisfactory driving record and insurance limits of \$100,000/\$300,000 per accident
- Bilingual

5. Working Hours

- Hourly position; including the possibility of evening, weekend, and holiday hours
 - Shifts are as follows:
 - 7:30am-4:00pm
 - 2:30pm-11:00pm
- On Call Staff are scheduled to work across all BFY Programs
- On Call YFAs are scheduled for two major holidays annually
- Must be responsive regarding availability when contacted in the event of unexpected absences
- On Call YFAs are allowed and encouraged to pick up additional shifts if and when available
- Required: Attend four (4) hours of in-service training annually at BFY (not including initial onboarding) and maintain status of all trainings required by Department of Human Services (DHS) and BFY

The above statements are not intended to encompass all functions and qualifications of this position. Rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job posting.



**The Bridge For Youth
On-Call Youth & Family Advocate
August 2023**

Applicant/Employee Acknowledgement:

I _____, acknowledge that I have received and reviewed the On-Call YFA description as set forth above. I further acknowledge that I have had an opportunity to review the On-Call YFA description with the Employer; that I understand the nature of the position and the responsibilities and requirements as described above. I understand and I attest that I can, if I am offered or continue in this position, perform the responsibilities and requirements described above, with or without a reasonable accommodation.

Applicant/Employee Signature

Date

The Bridge for Youth is an Equal Opportunity Employer committed to embracing diversity and individuality, and opposed to practices which discriminate on basis of race, gender, sexual orientation, religion, handicap, disability, age, or nationality. We apply this policy of unbiased consideration not only to our hiring process, but also to recruitment, promotion, transfer, compensation, layoff, and termination. We are further committed to taking affirmative action to ensure our employment opportunities are accessible to individuals who meet the qualifications conducive to available positions, and we encourage all interested job-seekers to apply. EEO/AA.