



Job Title: Youth Advocate  
Division: Youth Development  
Reports to: Program Coordinator, School Based Clinical Supervisor  
Effective Date: Effective Immediately  
FLSA: Non-Exempt

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### **Summary**

The Youth Advocate is responsible for developing and facilitating in the social and personal development of adolescents and teenagers. A Youth Advocate is a guide to youth and gives direction in their academic, vocational, and personal lives.

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### **Essential Functions:**

- Arrange seminars and counseling sessions for youth groups, communities, and their families to handle issues relating to physical abuse, social adjustment, unemployment, intellectual disability, medical care, impoverishment, etc.
- Liaise between adolescents, children, and youth and protective services, psychologists, child care clinics, and other services.
- Identify behavioral or mental issues and determine remedial measures through psychiatric and medical examinations.
- Assess the client's home environments, conditions, and personal characteristics.
- Participate in mentoring activities, and assess the youth's progress towards the fulfillment of decreed goals and objectives.
- Be aware of popular culture and trend to review and guide the youth properly.
- Demonstrating as a perfect role model.
- Performs other related duties as assigned.

### **Supervisory Responsibilities:**

None

### **Minimum Qualifications:**

- High School diploma or equivalency.
- Bilingual in one or more of the following: Spanish, Mandarin, Cantonese, Bengali and others, may be required depending on client needs.
- Ability to plan and carry out assignments independently.
- Ability to prioritize, adhere to timelines and multi-task.

### **Qualifications Preferred:**

- Bachelor's degree.

### **Job Behavioral Expectations:**

- Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health & safety procedures.
- Safe and successful performance, including meeting productivity standards.



- Maintain an understanding of the principles, methods and processes needed to perform the job. Attends staff meetings, seminars and in-service training as assigned.
- Demonstrates the ability to complete work in an acceptable manner by the time and/or date established with accuracy, neatness and thoroughness and minimal amount of errors.
- Maintain established departmental policies and procedures including maintain strict confidentiality and adherence to all HIPAA guidelines at all times.

**Physical demands and work environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical demands:** While performing the duties of this job, the employee is occasionally required to walk, sit for long period of time; use hands to finger, handle, or feel objects, tools, or control; reach with hands and arms; balance; stoop; talk or hear. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Work environment:**

- Work may be performed in the field or an office environment with normal heating and cooling.

This job description in no way states or implies that these are the only job duties to be performed by the incumbent. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

VII. EMPLOYEE SIGNATURE: I have read the above job description and fully understand my position responsibilities and that I am expected to adhere to all agency policies while employed.

Print name:

Signature:

Date: