

POSITION: Youth Advocate
REPORTS TO: Assistant Director of Programs for Youth Programs
STATUS: Non-Exempt; Full-Time;
COMPENSATION: \$14.50 per hour
BENEFITS: Medical, Dental, Vision, and Life Insurance; Employee Assistance Program; and 401(k) retirement plan; Paid Holidays, Sick, and Vacation
LOCATION: Sacramento, CA

JOB SUMMARY:

The Youth Advocate will work directly with youth during drop-in center hours, facilitate youth groups, and help connect youth to resources using a client centered approach. It is the goal of the Youth Advocate to provide peer support to vulnerable LGBTQ youth to improve their health, economic status, self-esteem and self-sufficiency at making positive life choices. This position reports to the Assistant Director of Programs for Youth Programs and provides direct service to clients of diverse backgrounds.

ESSENTIAL FUNCTIONS:

- 1) Complete intakes for the Q-Spot drop-in center and determines eligibility for Center's housing programs.
- 2) Staff the Q-Spot drop-in center and help with daily tasks such as coordinating showers, distributing clothing and supplies, helping youth use the washer/dryer, and cooking food.
- 3) Provide resource referrals based on youth needs.
- 4) Ensure youth are provided with a safe and affirming space to learn and develop the skills to make positive life choices regarding their own health and well-being.
- 5) Support youth with developing an action plan and accessing the personal and community supports to reach youth identified goals.
- 6) Share experiences and expertise through specialized life skills workshops.
- 7) Track demographics, progress on action plan, and successful connection to resources.
- 8) Act as a lead facilitator for at least one youth group.
- 9) Serve as a role model for LGBTQ youth and encourages youth to incorporate positive life choices within their own lives.
- 10) Maintain healthy boundaries with youth that are experiencing homelessness, addiction, sexual/physical assault, bullying, and mental health crisis.
- 11) Participate in staff meetings and department meetings.
- 12) Other duties as assigned.

QUALIFICATIONS AND EXPERIENCE:

- 1) Passion for the Center's mission and work to create a region where LGBTQ people thrive and a commitment to follow all policies and procedures of the organization.
- 2) Experience working with the LGBTQ+ community and familiarity with issues of particular relevance to LGBTQ+ people.
- 3) Excellent interpersonal, verbal, and written communication skills; [public speaking and facilitation].

- 4) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in an intersectional environment.
- 5) Availability: [specific schedule, occasional evenings and weekend hours as needed, or flexible schedule to include regular evening and weekend hours].
- 6) Ability to work independently and as part of a team.
- 7) Handle a variety of special projects and other related duties, as assigned.
- 8) Knowledge of Trauma Informed care, Positive Youth Development, and Harm Reduction models.

REQUIREMENTS:

- 1) Bachelors in social work, sociology, psychology, or related field preferred.
- 2) Must receive and pass the CPR/First Aid certification within the first three months of employment.
- 3) Ability to speak/read/write/translate another language is preferred.
- 4) Proficiency working with computers and Microsoft Office software including Outlook, Word, Excel, PowerPoint, OneDrive, database systems, and social media tools.
- 5) The person in this position may be required to sit or stand for extended periods, maneuver tight storage space, move objects up to 25 pounds, ascend/descend stairs, operate office equipment, open and close filing cabinets and boxes, observe visitors, and communicate messages by telephone.
- 6) Offer of employment may be contingent on satisfactory results of a criminal history background check.
- 7) Employees must be legally permitted to work in the United States.
- 8) The Sacramento LGBT Community Center is a drug free workplace, employees may be subject to a drug test.

ABOUT THE ORGANIZATION:

The Sacramento LGBT Community Center works to create a region where LGBTQ people thrive. We support the health and wellness of the most marginalized, advocate for equality and justice, and work to build a culturally rich LGBTQ+ community.

EQUAL OPPORTUNITY:

The Sacramento LGBT Community Center is proud to be an equal opportunity employer. People of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender or intersex are encouraged to apply. The Center maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national origin, marital status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability (including HIV or AIDS), medical/mental condition, perceived physical disability or veteran status, or any other basis prohibited by statute.

TO APPLY:

Email a cover letter and resume as attachments to jobs@saccenter.org with the position title in the subject line; or submit a cover letter indicating the position you are applying for and application/resume to 1927 L Street, Sacramento, CA 95811. For more information visit saccenter.org/careers. No phone calls please.