Grace Place
FOOD. FRIENDS. HOPE.

JOB DESCRIPTION: BASIC CENTER PROGRAM YOUTH CARE ADVOCATE - OVERNIGHT/WEEKEND

Grace Place's Basic Center Overnight Youth Care Advocate supervises, supports, and cares for youth in a 24/7 residential environment. This part-time, grant funded position models positive behavior, implements daily routines, and helps youth heal through structure, consistency, and compassion.

Responsibilities Include:

- Coordinate and provide care to youth under age 18 that is safe, timely, effective, efficient, equitable, and client-centered
- Ensure safety and enforce Basic Center Program house rules with empathy and consistency.
- Support hygiene, medication reminders, meals, and bedtime routines
- Utilize Positive Youth Development models and Trauma-Informed Care while working with clients
- Answer and provide support via our 24/7 phone line during shifts
- Respond to crises using de-escalation techniques and trauma-informed care
- Interact with youth to build rapport and serve as a role model, while ensuring a safe, secure, and caring environment
- Facilitate and assist with client and parent/legal guardian conflict resolution to achieve stability, wellness, and reunification
- Collaborate with Basic Center Program Manager, case managers, and other shelter staff to uphold care plans
- Model professionalism, positive communication, and conflict resolution.
- Attend mandatory training and participate in team meetings
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations.
- Develop and maintain relationships with partner organizations
- Understand and be responsible for adhering to all RHYA, local/state and federal child safety guidelines with regard to child/adolescent safety - concerns and mandatory reporting of suspected abuse and/or neglect
- Provide documentation of observable behaviors; interventions; daily progress notes; and other required information as required by supervisor and/or senior management
- Maintain and collect client information in accordance with agency, local/state, RHY, and RHY HMIS confidentiality standards
- Adhere to professional standards as outlined by policies, rules and regulations

Qualifications:

- At least one year of residential shelter experience
- At least one year of previous work/volunteer experience with youth/adolescence
- Must be 25 years or older

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Education and Other Requirements:

- High School Diploma or equivalent
- Must pass a criminal background check, fingerprint background check, and reference checks
- Must have reliable transportation
- Lived experience of homelessness as a youth or young adult is preferred but not required
- Bilingual (English & Spanish) is preferred but not required

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the organization's ongoing needs.

Montrose Grace Place (MGP) believes that equal opportunity for all employees is important for the continuing success of our organization. In accordance with state and federal law, Montrose Grace Place does not discriminate against an employee or applicant for employment because of race, disability, color, creed, religion, sex, age, national origin, ancestry, citizenship, veteran status, or non-job related factors in hiring, promotion, demotion, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements.

NOTE: It is the policy of MGP not to hire applicants who have received services from our agency within the previous 12 month period.