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| *JOB DESCRIPTION* |

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| **Position Title:** Youth Leadership Advocate | **Job Status and Compensation:**  40 hours a week: $15.50-$17.00/hour |
| **Department:** Community Connections | **Location:** Drop-In Center |
| **Reports To:** Kaleidoscope Program Manager | **Number of People Supervised:** None |

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| **POSITION PURPOSE** | | |  |
| The Youth Leadership Advocate role at the Kaleidoscope Project is integral to our mission of addressing substance use in the community while prioritizing youth empowerment and community education. Drawing from personal experiences, the advocate engages with empathy and understanding, amplifying the voices of young people, and fostering a supportive environment within the Community Advisory Council. They work collaboratively to organize meaningful discussions and educational events that align with the developmental needs of young people in our community. By cultivating partnerships and maintaining inclusive spaces, the Youth Leadership Advocate helps create opportunities for dialogue, learning, and prevention efforts, ultimately contributing to healthier outcomes and reduced substance misuse in our community. | | |  |
| **ESSENTIAL DUTIES AND RESPONSIBILITIES**  **(IN PRIORITY ORDER)**  The following list of duties or tasks is not intended to be complete but to represent some of the tasks required under each of the major responsibilities. | | |
| * Utilize lived experience with generational substance use, homelessness, and/or involvement with juvenile justice or child welfare systems to empathetically engage with community members. | | |
| * Facilitate the Community Advisory Council (CAC) alongside other team members, fostering a supportive and inclusive environment for all members. | | |
| * Provide support for CAC members, offering guidance, resources, and advocacy as needed. | | |
| * Plan and organize CAC meetings, ensuring they run smoothly and effectively. | | |
| * Assist CAC members in developing evidence-based presentations on adolescent substance use and related topics, offering guidance and resources for research and content creation. | | |
| * Conduct outreach in the community to raise awareness about adolescent substance use and available support services. | | |
| * Collaborate with community partners to organize educational opportunities, workshops, and events aimed at addressing adolescent substance use | | |
| * Assist in identifying and partnering with organizations to facilitate recovery groups such as Narcotics Anonymous (NA) or Alcoholics Anonymous (AA). | | |
| * Co-facilitate recovery groups with the Recovery Coordinator, providing support and guidance to participants. | | |
| * Maintain cleanliness and organization of group and workspaces, ensuring they are conducive to productive meetings and activities. | | |
| * Collect and record data in a timely and accurate manner as required for program evaluation and reporting purposes. | | |
| **EDUCATION &  RELATED WORK EXPERIENCE** | | |
| **Education Level/ Years of  Related Work Experience:**  **(minimum & preferred educational requirements necessary to perform this job successfully)** | | |
| * High school diploma or equivalent (required) * Has not utilized New Day’s direct service within the past two years (required) * Has lived experience related to substance use, education, or work experience related to substance use (required) | | |
| **CONDITIONS OF EMPLOYMENT**  **(Describe any specific conditions for employment relative to this position)** | | |
| Must be able to pass comprehensive criminal, sexual offender background check, and MVD background checks.  Must have a state issued ID | | |
| **WORK ENVIRONMENTAMERICANS WITH DISABILITIES ACT**  **Equipment Used:**  Computer and standard office equipment and cell phone | | |
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***Equal Employment Opportunity***

New Day Youth and Family Services provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

***Job Responsibilities***

The previous statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. New Day Youth and Family Services may change the specific job duties with or without prior notice based on the needs of the organization.

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| **ACKNOWLEDGEMENTS** | |
| **Creation Date: 03/1/2024** | **Revision Date: N/A** |
| **Supervisor: I have approved this job description and reviewed with my employee.** | |
| Signature: | Date: |
| **Employee: I have reviewed this job description with my supervisor and acknowledge receipt.** | |
| Signature: | Date: |
| **Executive Management/Department Director** | |
| Signature: | Date: |