



Position: Youth Advocate – On-Call/Relief
Program: Children, Youth, and Family Services
Reports to: Program Supervisor
Salary: \$14.50/hr
Status: On-Call/Relief
Probation: N/A
Benefits: N/A

JOB SUMMARY:

Provide direct supervision to clients of the Transitional Living Program, ensuring all aspects of their case plan are followed along with communicating with case managers and other youth advocates on a daily basis and maintain accurate shift documentation.

ESSENTIAL FUNCTIONS:

- 1) Provide direct supervision to clients of the Transitional Living Program, age 18-24;
- 2) Help ensure all aspects of client's daily case plan are followed;
- 3) Communicate with case managers and other youth advocates on a daily basis and maintain accurate shift documentation;
- 4) Supervise and/or facilitate client groups and other activities;
- 5) Supervise and coordinate client's participation in cleaning and upkeep of shelter;
- 6) Assist clients to deal effectively with personal and interpersonal issues as they arise;
- 7) Assist the Youth Management in the coordination of Youth volunteer efforts;
- 8) Assist the Youth Management with the establishment and maintenance of the Transitional Living Shelter;
- 9) Participate in staff meetings, planning meetings and other meetings as needed;
- 10) Must be willing to work nights and weekends;
- 11) Other duties as assigned;

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Experience working with the LGBT community and familiarity with issues of particular relevance to LGBT people.
- 2) A passion for the Center's work and its mission to make the world a better place for LGBT people.
- 3) A minimum of 2 years experience in a social service or related setting;
- 4) Knowledge and experience in a residential setting a plus;
- 5) Experience working with homeless and at-risk youth;
- 6) Background in HIV/AIDS a plus;
- 7) Knowledge and/or education in Addiction/Recovery, including a specific knowledge and understanding of alcohol, tobacco, and other drug use preferred;
- 8) Valid California driver license and a clean DMV record (ability to obtain insurance)
- 9) Current CPR Certificate
- 10) Knowledge and understanding of the issues affecting LGBT youth, including experience working with youth at risk of experiencing homelessness (specific work with gay, lesbian, bisexual, transgender and/or runaway youth a plus);
- 11) Bilingual a plus (Spanish/English preferred);
- 12) Good verbal and written communication skills, including strong organizational, detailed and interpersonal skills;
- 13) Good computer skills and knowledge including word processing database operations, spreadsheets, and other software systems;
- 14) Ability to work effectively with people of diverse races, ethnicities, ages, and sexual orientations in multicultural environment;
- 15) 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 statuses, and physical abilities in a multicultural environment.

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org

website: www.lalgbtcenter.org

Or submit your cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.