



POSITION: Youth Advocate Team Leader

REPORTS TO: The Youth Advocate Team Leader reports directly to the Cottage Manager.

PURPOSE: This position has the responsibility of ensuring that all Youth Advocates are performing the required duties on each shift. They are responsible for the day-to-day supervision of children in the residential emergency shelter, ensuring that the daily schedule is followed, all records are completed, the facility is safe and secure and that all specific program functions are performed for the overall care and well-being of children and the residence.

EMPLOYMENT CATEGORY: This position is considered NONEXEMPT under the Fair Labor Standards Act (FLSA) 29 CFR 778.415 – 778.421. NONEXEMPT employees are entitled to overtime pay under the specific provisions of this law.

WORK SCHEDULE: Your work schedule is subject to change and can include working all assigned holidays.

FUNCTIONAL RESPONSIBILITIES:

- Assume responsibility for the direct supervision of children placed in the residential cottages.
- Provide appropriate role modeling and direction to staff and children.
- Model positive and affirming communication with our key partners (such as Case Managers, GALs, etc.) as it relates to the child.
- Assess responsibilities as it relates to your team and the youth, provide oversight and relay information back to the Cottage Manager.
- Set a positive tone for the shift (i.e. positive attitude, cease gossip, etc.)
- Model a nurturing, attentive, engaging relationship with the youth.
- Utilize CPS (Collaborative Problem Solving) strategies with our youth to help build skills, build relationships, and engage the youth in collaboratively problem solving a problem to be solved.
- Ensure implementation of CPS amongst Youth Advocates by reviewing the CPS binder, APT assessments and Plan B organizers.
- Monitor the medication log and notify the Cottage Coordinator and Case Managers if there are issues with the medication log.
- Maintain all other logs including communication, sleep, and van logs.
- Ensure staff to child ratios are met on each shift.
- Interact with, initiate, and encourage staff and children to participate in activities.
- Facilitate a family atmosphere at meal time, assisting to serve meals as well as sitting and eating with the children, engaging them in healthy mealtime conversations.
- Ensure that staff have completed all designated responsibilities on the shift list as



such as all cleaning and laundry duties and that all rooms of the facility are clean, neat and organized.

- Prepare and ensure that all written reports, notes, logs, file records are completed in an orderly and timely fashion as assigned by the Shelter Manager.
- Attend and participate in regularly scheduled staff meetings and one-on-one supervision with the Shelter Manager.
- Annually complete 40-hours of in-service training as well as additional supervisory training required.
- May be required to provide program specific training for new employees.
- May perform other duties as assigned by supervisor.

EMPLOYMENT STANDARDS:

- A high school diploma or GED and at least two years experience in working with children in a residential program, youth program or comparable group experience.
- Proven ability to lead and oversee staff and the daily operations of residential programs.
- AA degree or BA/BS degree preferred.

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____