



Bilingual Youth Program Advocate

Durham Children's Initiative (DCI) is committed to improving outcomes for children, families and youth living in Durham. Our long-term vision is to have all youth affiliated with DCI successfully graduate from high school, ready for college or a career. We work to achieve this vision by providing a continuum of high-quality services for children and youth extending from birth through college and career. DCI collaborates with over 40 local organizations and community members who share our vision to provide these needed resources and supports to Durham children and families.

DCI is seeking to fill the position of **Youth Program Advocate (YA)**. This full-time, benefits-eligible position reports to the DCI Family Engagement Director. Our YA works closely with the Family Advocate team, community partners, and school personnel to ensure youth and families are engaged and have knowledge of strategies to ensure student success.

The **YA** must thrive in a start-up, nonprofit environment with limited supervision. The **YA** must work creatively to leverage limited resources and external services, and function in a fast paced and flexible work environment.

RESPONSIBILITIES

The primary responsibility of the **YA** is to develop and implement programming for youth ages 14 to 21 as well as provide direct advocacy services to assigned students and their families. The **YA** will work to promote academic, social, and personal success for DCI youth. Their focus will be on developing healthy relationships by maintaining weekly contact with youth and families and ensuring that each receives caring, high-quality, and appropriate supportive services.

The **YA** will carry out DCI and Family Advocate Program goals and objectives, adhere to DCI policies and procedures, and perform additional duties as defined by their supervisor and the DCI leadership team. Our Youth Advocates are BOTH school and office based.

Additional Responsibilities:

- Recruit students and manage caseload of middle and high school families;
- Create and implement family success plans in collaboration with families;
- Connect families with DCI pipeline services and external resources;
- Conduct home visits and conduct meetings with youth and families;
- Organize and facilitate enrichment and out of school time programs and activities;
- Create a network of support for families using school and DCI resources based on family need (tiering);
- Plan and facilitate workshops and community meetings;
- Prepare and maintain case files, notes, databases, and confidential reports;
- Attend internal and supervision meetings at DCI and with Durham Public Schools (DPS) where required;
- Adhere to DCI and DPS policies.

DCI'S IDEAL YOUTH PROGRAM CANDIDATE

- Has experience with youth ages 14 to 21;
- Is committed to equity;
- Has prior case management experience;
- Loves team work but can thrive independently;
- Has experience working in low-income communities and is dedicated to equity and inclusion;
- Is dedicated to providing positive outcomes for children and families residing in Durham;
- Possesses strong organizational and time management skills;
- Displays outstanding interpersonal skills;
- Is comfortable working in a fast-paced, results-oriented environment;
- Works collaboratively, maintains communication and positive relationships with schools and agencies to support the needs of families and children;
- Is tenacious, resilient and is motivated;
- Can demonstrate experience with program planning and development;
- Is able to work some evening and weekends.

QUALIFICATIONS

- Bachelor's Degree in Education, Social Work, or related field OR five years' work experience in education, social work, child and youth development, or family services case management
- Bilingual English/Spanish strongly required. PLEASE DO NOT APPLY IF YOU DO NOT SPEAK FLUENT SPANISH.

Benefits and Salary: The Youth Program Advocate position is funded by DCI, but is considered a Durham Public Schools employee and will receive their comprehensive benefits package. Salary for this position is competitive and is commensurate with prior experience.

Anti-Discrimination Policy: DCI prohibits discrimination and harassment, and provides equal employment opportunity without regard to race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, sex or age. DCI is committed to recruiting, hiring, and promoting qualified minorities, women, individuals with disabilities, and veterans.

Commitment to Child Safeguarding: DCI's selection process reflects our commitment to keeping all children safe from harm. To this end, all DCI staff members who may be in direct contact with children and youth will be trained on their duty to report as well as DCI's Child Safeguarding Policies. All potential applicants will be screened through both a state and national database of criminal offenses, sexual offenses, and for acts of terrorism.

Employee Acknowledgment: The job description is intended to provide an overview of the requirements of the position. It is not all-inclusive. DCI may require other functions, duties or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type or kind.

How to Apply: Applications will be reviewed immediately. Applicants should send cover letter, resume, and three references by email (please place Youth Program Advocate in subject line):

Carla Fryling, Director of Family Engagement

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