



## JOB DESCRIPTION

### GRYD YOUTH ADVOCATE

**SUMMARY:** Reporting to the GRYD Program Director, the Youth Advocate works with GRYD Model youth, ages 10-15, who are highly at-risk of joining gangs following the GRYD Model of Practice. Each Youth Advocate will work with a GRYD Case Manager in a strategy team to meet the needs of secondary prevention clients. Youth Advocates conduct individual meetings with youth, organize and plan weekly youth group activities. To achieve program fidelity, the Youth Advocate will conduct observations for youth on their caseload, collect and enter program-level data in ETO, and submit timely invoices for participant-related costs.

#### **ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:**

##### **Youth Coaching**

- Coach youth one-on-one using strength-based coaching methods during individual meetings and redirect problem behaviors, as needed.
- Develop strong rapport with youth and organize clear individual work plans that lead to positive behavioral outcomes.
- Develop strong relationships with school personnel and attend collaborative meetings to ensure positive behavioral outcomes for youth and their school support systems

##### **Youth and Family Activities**

- Plan, organize, and implement AIYDA (Activating Intentional Youth Development Activities) compliant weekly youth group activities and/or field trips for clients or their families, providing a range of quality youth activities to engage the GRYD secondary population.
- Observe youth progress at weekly youth activities and field trips outside of Bresee premises, including completion of all event summary reports and necessary budget documents.
- Supervise the work of the Youth Assistant and contracted workshop instructors to provide high-quality youth activities.
- Participate and co-organize Family Celebrations to highlight youth and family progress from a strength-based model of practice
- Attend family meetings, whenever necessary and required, to ensure student success and rapport building for the course of their cycle in the program
- Will conduct a minimum of three individuals per day from the secondary and primary from program case-load.
- Will be the lead to organize client activities, workshops, field trips, and support parent engagement activities.
- Coordinate and expedite families in the program to attend weekly and monthly events.
- Duties include support and participation in youth activities such: as camps, sports, and events. For primary and secondary clients.

### **Participant Supportive Services**

- Plan and organize all budget-related expenditures for clients including but not limited to incentives, participant supportive services, and youth and family field trips.
- Support with administrative tasks for the primary case-load.
- Support the Intake and Outreach Coordinator at community events and school visits.
- Mandatory participation is required during SNL programming.
- Extended hours may be required due family events and GRYD programming events.

### **Strategy Team and Collaboration**

- Report weekly to strategy team meetings on the attendance of each youth, noting identified strengths and problem behaviors of youth, and coaching strategies.
- Participate in family meetings to assist in youth's voice and articulation of issues and/or critical life events, functioning as a mediator between parents, school personnel, Case Manager, and Model youth to facilitate progress towards behavioral goals.
- Work under the direction of Outreach Coordinator to participate in Summer Night Lights program, including attending workgroup meetings; coordinating community activities; promoting SNL program with GRYD clients, and engaging with the local community throughout the SNL programming period.
- Report bi-weekly to youth advocates meeting with Professional Development Advisor to plan and execute youth and family field trips, workshops, and one-time events according to the 9 risk factors and/or AIYDA framework.

### **Program Fidelity and Quality**

- Cross-train on all aspects of GRYD scope of work, including administering the YSET as needed to determine the eligibility of referred youth, and conducting outreach.
- Maintain all records and data in an organized manner, and input data in a timely manner to aid in reporting and evaluation.
- Submit monthly invoices for youth activities and participant-related costs on a timely basis
- Expend funds for participant-related costs such as field trips, food and beverages, incentives, and participant supportive services.
- City of Los Angeles expenditure procedures are to be followed.
- The GRYD handbook is to be read and understood in order to properly execute the principles of the program.
- Update data on a daily basis and work calendar to be updated on a weekly basis.
- Must communicate and report directly to the Program Director on work activities.

### **EDUCATION/EXPERIENCE/QUALIFICATIONS:**

- Must be currently enrolled in an accredited college or university working towards a Bachelor's degree or trade school working towards a certification. Bachelor's degree preferred.
- Must be bilingual in Spanish or Korean, proficient in speaking, writing, and reading.
- Must have experience working with urban youth and families, demonstrate cultural competence in working with the GRYD secondary prevention population, and exercise discretion and confidentiality when interacting with clients.
- Must be comfortable in the role of coach and mentor to youth by being an active listener, setting boundaries, and holding high expectations for youth in their personal development.
- Must demonstrate professionalism in communication, teamwork, technical skills, and be comfortable working with data.

**FLSA STATUS:** Non-Exempt. Regular. Full-time. Occasional weekend and evening hours will be necessary.

**COMPENSATION:** \$21/hr

**WORKING LOCATION:** Location is based on a percentage of where work time is spent. In-office 75%, out of office 25%. Indoors 75%, outdoors 25%.

**BENEFITS:** Bresee offers competitive Employee Benefits to our Regular Full-Time Employees. We provide health insurance, dental insurance, voluntary vision plan, Employer Sponsored life insurance, Employee Assistance Program and Travel Assistance Program. We also provide generous PTO days that include paid holidays, vacation, sick pay, paid birthday holiday, potential 401k match and much more.

**TO APPLY:** Submit a cover letter, resume, and writing sample (not to exceed 1 page) to [jobs@bresee.org](mailto:jobs@bresee.org) with the Subject Line: GRYD Youth Advocate

DACA, women, BIPOC, and LGBTQIA+ people are encouraged to apply.

*Bresee is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.*