

## Indiana Youth Group Job Description

**Job Title:** Support Advocate Specialist

Internal Posting 3/26/24 – 4/2/24

**FLSA Status:** Exempt (Salaried)

Pay Range: \$43,000 - \$44,000

**Hours:** Full time

**Location:** Evansville, IN

**Position Summary:** This position work on the case management team with youth engaged in the strengths-based case management program and rapid rehousing at IYG through Project Prism. This position is also responsible for covering activity center hours and duties as identified below.

### Responsibilities:

- Assist in the IYG strengths-based Case Management process
  - Assist youth in creating collaborative case plans
  - Utilize strengths-based planning and language with youth
  - Assist youth in overcoming barriers to autonomous living
  - Meet face-to-face and/or virtually with youth, as needed
  - Intervene in crisis situations, as needed
  - Participate in weekly program staff and case management team meetings
  - Maintain documentation and data collection related to youth cases
  - Collaborate with community partners in order to increase access for youth
  - Perform and complete all areas of Project Prism as needed for clients and IYG
- Assist in the Activity Center
  - Maintain, develop, and cultivate the culture of the Activity Center as well as activities and events where IYG is present
  - Assist with the day-to-day maintenance and closing of the Center
  - Facilitate groups and help with organization of events
  - Cultivate and maintain rapport with youth
  - Ensure safety and supervision of youth and young adults
- Other duties as assigned

**Reporting Structure:** This person reports directly to the Manager of Support Advocacy

### Position Qualifications:

1. Personal experience navigating homelessness and social support services is helpful
2. One or more years of experience working with youth and young adults in social services and/or navigating homelessness is preferred
3. An Associates (or higher) degree in social work, sociology, psychology, communication, education, gender studies, sexual studies, or related field preferred
4. Attend department and staff meetings as scheduled
5. Strong foundational knowledge of LGBTQ+ issues and terms
6. Ability to pass background checks.
7. Evening availability 2-4 nights a week.
8. Experience with MS Suite such as Word, Excel and PowerPoint preferred
9. Must be strong with time management, organization and communication.
10. Ability to interact with youth and young adults 12-24 years old and maintain a constructive and professional relationship with them.
11. Must have proof you are vaccinated for Covid and pass all screenings.

**\*\*If you meet the above qualifications, please turn in a resume to [Careers@IndianaYouthGroup.org](mailto:Careers@IndianaYouthGroup.org) and indicate the job you are applying for at the time.**