DISTRICT XI HUMAN RESOURCE COUNCIL
POSITION ANNOUNCEMENT

Position: Youth and Young Adult Housing Advocate
Location: Hamilton, MT
Schedule: 20 hrs/week: Monday – Friday (between 8:30 a.m. – 5:00 p.m.)
Compensation: $14.95/hr.
Opening Date: September 17, 2020
Closing Date: Screening will begin September 30, 2020. Applications received after that date may be considered. Position is open until filled.

General Purpose:
This position determines eligibility for Homeless Youth Demonstration Project by doing intake and assessment for potential clients. Self-determination plans are developed and reviewed every 6 months. Prospective landlords and employers and other community resources are contacted to promote the youth goals and make available various opportunities. Responsible for data entry including daily input to the Homeless Management and Information System (HMIS). This position works with homeless youth ages 18-24 as defined by HUD.

Education and Experience:
The knowledge, skills and abilities required to perform this position are usually acquired through a combination of education and experience equivalent to an Associates Degree in area with two years’ experience in the social services field with some emphasis on work with youth. Other combinations of education and experience, which could provide these knowledge, skills and abilities, will be evaluated on an individual basis.

Necessary Knowledge, Skills and Abilities:
Knowledge of the principles and practices of counseling, human behavior, case management, local community resources, and evidence-based Youth and Young Adult (YYA) strategies. Culturally competent; lived experience/formerly homeless preferred. Experience with electronic recordkeeping and the use of a computer. Knowledge of local housing programs. Ability to work with a diverse population and to see the broad perspective and how aspects of their lives interrelate. Ability to follow and interpret program guidelines and goals. Ability to have compassion, communicate effectively orally and in writing, and to establish effective working relationships with participants, employees, other agencies, and employers. Ability to learn software used by Coordinated Entry and HRC. Must be able to maintain regular attendance and work scheduled hours. Must have a valid Montana State Driver’s License or ability to obtain one and insurable on company policy.

APPLICATION PROCESS
Application packet, including full job description, available at:

Human Resource Council
1801 South Higgins Avenue
Missoula, MT 59801

You may request the Application Packet electronically by contacting Lina at lina@hrcxi.org or download on our website at www.humanresourcecouncil.org

To be considered for the position, a completed HRC Application for Employment and any other related information must be returned to the Human Resource Council, 1801 South Higgins, Missoula, MT 59801.

Human Resource Council is an Equal Opportunity Employer.
Reasonable accommodations are provided in the hiring process for persons with disabilities.
**Job Description**

**DISTRICT XI HUMAN RESOURCE COUNCIL, INC.**

<table>
<thead>
<tr>
<th>Department: Workforce Development</th>
<th>Job Description</th>
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<tbody>
<tr>
<td><strong>Job Description Title:</strong></td>
<td><strong>FLSA Status:</strong></td>
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<tr>
<td>Youth and Young Adult Housing Advocate</td>
<td>Non-Exempt</td>
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<td><strong>Accountable To:</strong></td>
<td><strong>Position Status:</strong></td>
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<tr>
<td>Youth and Young Adult Housing Advocate Lead and Workforce Development Manager</td>
<td>Part Time</td>
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<tr>
<td><strong>Prepared By:</strong></td>
<td><strong>Revision Date:</strong></td>
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<tr>
<td>Lynda Schuldheisz</td>
<td>September 16, 2020</td>
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</tbody>
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**Job Summary:**

This position determines eligibility for Homeless Youth Demonstration Project by doing intake and assessment for potential clients. Self-determination plans are developed and reviewed every 6 months. Prospective landlords and employers and other community resources are contacted to promote the youth goals and make available various opportunities. Responsible for data entry including daily input to the Homeless Management Information System (HMIS). This position works with homeless youth ages 18-24 as defined by HUD.

**Expectations:**

- Report to work on time each scheduled day.
- Be courteous and treat company employees, participants and the public with respect.
- Clearly communicate questions and/or concerns to your supervisor when they arise.
- Maintain appropriate communications with supervisors and co-workers.
- Perform other duties as assigned, which require similar knowledge, skills and abilities.

**Essential Duties and Responsibilities and Expectations:**

**A. Intake and Assessment**

1. Complete all paper work to determine eligibility for programs, assuring compliance with state and federal requirements. This involves obtaining basic information and addressing barriers to housing, employability, skills, interests, medical and mental health, and previous history.

2. Allow youth to access HRC workforce development including, complete skill competency training, daily living skills training, and employer relationship building

3. Make appropriate referrals to other HRC departments and community resources.

**B. Direct Participant Services**

1. Work with participant to establish plans that assess and address housing and other needs, barriers, employability, goals and interests necessary for a successful transition to housing and other self-determined goals.
2. Develop an individual plan to identify realistic goals for the participant, with appropriate follow-up. Follow-up minimum of six (6) months.

3. Provide housing search, training, job retention services, and appropriate referral to needed resources.

4. Assist in appropriate housing placement to enhance successful stabilization and continued housing success.

5. Employ evidence-based strategies including Positive Youth Development (PYD), Trauma Informed Care (TIC), and harm reduction.

6. Engage youth in the developmental and social stage at which they are and be flexible to rapidly changing needs.

7. If client-driven, link youth to employment resources, education, wellness programs, and substance abuse services.

C. Meeting program requirements:

1. Provide follow-up, in compliance with the program guidelines.

2. Provide professional guidance in personal development.

D. Outcome Monitoring

1. Meet with participants in housing placements through biweekly meetings.

2. Review placement for appropriateness.

3. Set up and maintain files on all participants, including the HMIS and CDS computer systems. Answer questions for landlords and participants.

4. Attend training sessions and meetings as assigned.

E. Community Outreach

1. Visit youth serving organizations to explain the youth services to appropriate staff.

2. Form and maintain collaborative relationships, formal and informal, with other entities to maximize service availability to homeless youth.

3. Maintain partnerships with Continuum of Care partners to expand coordinated entry and assessment.

4. Work with key stakeholder agencies and organizations to identify gaps in services through the 2-1-1 database.
1. Establish partnerships with community and faith-based organizations to develop coordinated systems of care for those in need.

2. Recruit potentially eligible people for program participation.

3. Collaboration and co-enrollment including case management with Interim Assistance Program, Emergency Solutions Grant, WIOA and other programs.

**Minimum Qualifications (Knowledge/Skills/Experience/Licenses/Certifications):**

**Education and Experience:**
The knowledge, skills and abilities required to perform this position are usually acquired through a combination of education and experience equivalent to an Associates Degree in area with two years’ experience in the social services field with some emphasis on work with youth. Other combinations of education and experience, which could provide these knowledge, skills and abilities, will be evaluated on an individual basis.

**Necessary Knowledge, Skills and Abilities:**
Knowledge of the principles and practices of counseling, human behavior, case management, local community resources, and evidence-based YYA strategies. Culturally competent; lived experience/formerly homeless preferred.

Experience with electronic recordkeeping and the use of a computer. Knowledge of local housing programs.

Ability to work with a diverse population and to see the broad perspective and how aspects of their lives interrelate. Ability to follow and interpret program guidelines and goals. Ability to have compassion, communicate effectively orally and in writing, and to establish effective working relationships with participants, employees, other agencies, and employers. Ability to learn software used by Coordinated Entry and HRC.

**Special Requirements:**
- Must be able to maintain regular attendance and work scheduled hours.
- Valid Montana State Driver’s License or ability to obtain one and insurable on company policy.

**Supervision Received:**
Works under general guidance and direction of the YYA Housing Advocate Lead and the Workforce Development Manager.

**Supervision exercised:**
None

**Technology Used:**
Computer, 10 key calculator, copier, Multi-line Phone.
Physical Demands and Work Environment:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office setting, but visitations and out-of-office meetings are required. Hand-eye coordination is necessary to operate computers, various pieces of office equipment, and to obtain a valid Montana driver’s license.

Visiting outside of an office setting with youth who may be homeless is an expectation of the job, therefore out of office travel is required.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisor Signature:

_____________________________ Date:_____________________

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the employees in those in those positions(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

I understand that DISTRICT XI HUMAN RESOURCE COUNCIL, INC. reserves the right to revise or change this job description as the need arises.

_____________________________ Date

Employee Acknowledgement and Signature

_____________________________

Printed Name