**Job Description**

**Title: RRH Youth Advocate**

**Department: Youth Services: Rapid Rehousing for Young Adults**

**Reports to: Rapid Rehousing Program Director**

**Organization Overview**: Sheltering Arms strengthens the education, wellbeing, and development of high-need children, adults, and families across the New York metro area. We serve nearly 20,000 people a year from the South Bronx to Far Rockaway. Through compassion, innovation, and partnership, we respond to our community’s greatest needs and enable individuals to reach the greatest heights of their potential. Joining our team is an opportunity to collaborate with hundreds of dedicated colleagues who represent diverse backgrounds and talents as we work together to make a measurable impact for our neighbors in need. Every role at Sheltering Arms brings with it new opportunities for advancement and development so that team members can achieve their professional goals while helping others reach for theirs.

**About the Program:** Rapid Rehousing for Young Adults is a solution to homelessness designed to help young adults aged 18-24 quickly exit homelessness to permanent housing. The program provides rental assistance and support services that are tailored to the unique needs of the young person.

**Job Summary:** The Youth Advocate provides peer support and system navigation to a case load of youth in the Rapid Rehousing Program.

**Essential Functions**

* Assist program participants in obtaining and maintaining housing by providing frequent coaching and peer to peer mentoring.
* Support program participants in understanding the housing and social service system.
* Accompany program participants on appointment for mental health, health, education, employment and other concrete needs.
* Assist participants with concerns including housing, health care, social service and educational issues.
* Help youth to understand and follow their individualized plan.
* Assist with mediation of conflict between roommates enrolled in the program.
* Advocate for needs and best interest of program participants with case management staff.
* Act as a source of support for program participants and provide appropriate feedback to promote success.
* Participate in treatment team meetings, service plan reviews, intake meetings and discharge conferences to represent the needs and best interest of program participants.
* Document all interactions and meetings in progress notes.
* Other duties that may be assigned.

**Qualifications**

* Must have lived experience/knowledge of the RHY system, foster care system and/or social service system in NYC
* Must have experience in youth development
* Ability to communicate well with others and motivate individuals towards personal goals
* Knowledge of computer systems
* Ability to travel throughout NYC

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

It is the policy of Sheltering Arms that the Agency wholly complies with the equal treatment of all employees and applicants for employment without unlawful discrimination as to an individual’s perceived or actual race, creed, color, national origin, alienate, citizenship status, gender, gender identity, age, disability, marital status, partnership status, sexual orientation, ethnicity, religion, or veteran status in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, layoff and termination and all other terms and conditions of employment.

By signing below, I acknowledge that I have fully read and understand my expectation to meet the responsibilities for the above mentioned position and represent that I am capable of doing so in a satisfactory manner. I commit to maintaining the listed requirements for this role, including training requirements and will report to the HR department in the event I am unable to meet them.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_