



Job Description: Youth Advocate & Early Childhood Program Assistant

Exempt: No

Supervisor: Site Services Director

Salary Level: starts at \$17/hour

Date: September 2022

Prepared by: John Cole

Approved by: Executive Director

SUMMARY: Responsible for holding and broadly disseminating the vision of Steve O'Neil Apartments as a *culturally diverse community that keeps the well-being of all children and their families at the very center of community life* by establishing predictable, consistent after school & summer program routines developed to promote family play and fun, nurture academic development, build social connections, and celebrate culture and community life. Understands and applies *Housing First, Harm Reduction, Circle of Security, Trauma-Informed Practice, and Community Wellness* philosophies and approaches.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

- Develop and implement on-site and off-site after-school programs that promote cognitive, physical, and social-emotional growth for Steve O'Neil children from age 6 to 17; set up age-appropriate homework stations and arranges for volunteer tutors.
- Work closely with Services Site Director, Family Coaches, Early Childhood Program, Property Manager, and other community agencies.
- Work with colleagues to create opportunities for family activities, and serve in rotation to staff family and early childhood activities.
- Develop and implement on-site and off-site summer programs that promote cognitive, physical, and social-emotional growth for Steve O'Neil children from age 6 to 17.
- Work with Parents and Steve O'Neil Services Team to ensure children and youth enrollment in and readiness for the new school year.
- Prepare and serve snacks; prepare indoor and outdoor environments relevant to programming.
- Nurture socio-emotional growth and socialization while fostering cognitive and physical development.
- Train in and utilize Circle of Security to support socio-emotional needs of children and youth.
- Encourage language development and assist children in learning and communicating their needs.
- Monitor children's behavior to keep them safe; provide calming strategies to help children self-regulate.
- Build partnerships with community organizations that will contribute to fun, safe, and successful activities and events for children and their parents.
- Train in conflict resolution processes and procedures in order to resolve on-the-spot conflicts that may arise outside in the outdoor Playspace, or during family activities.
- Ensure the provision of a safe, supportive environment for participants in child & youth activities.
- Participate in co-creating daily community life practices for all that promote relationship-building, healing, trust building, health and wellness, and curiosity for learning.
- Create bridging strategies that connect residents to broader resources and activities.
- Participate in regularly scheduled team meetings for Program Staff; attend trainings appropriate to the program.
- Provide input to Services Site Director and Executive Director regarding grant opportunities, grant writing, and reporting; ensures program development and implementation align with grant requirements; responsible for program data collection for grant reports

QUALIFICATION REQUIREMENTS:

Education And/Or Experience: Associate's Degree in education, child development, or related field; four-year undergraduate degree preferred, or equivalent combination of education and relevant experience in working with children and families with members who are low income, homeless, chemically dependent, mentally ill, victims of domestic violence, or ex-offenders. At least one year of experience in working in a structured setting directly with children between age 0 and 13.

Willing to work a flexible schedule, including some evening, and occasional weekend hours.

Knowledge of Duluth public and private children's resources and community services. Ability to create and access new opportunities. Ability to work through congregations and utilize their resources. Demonstrated commitment to the well-being of persons with low and no incomes, and CHUM's ministry with them. Dedicated belief in the restorative and healing power of families playing, learning, and celebrating together with other families.

Language Skills: Ability to read, analyze, and interpret professional periodicals and governmental regulations. Ability to write reports and general business correspondence. Ability to effectively present information and respond to questions from individuals, groups of clients, and the general public.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

Technological Skills: Proficient in Microsoft Office Suite, including Word, Excel, and PowerPoint.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations: Will need to be certified in First Aid and CPR and trained in navigating the HMIS system. Valid MN or WI Driver's License helpful but not required.

Other Skills and Abilities: Self motivation, mediation/negotiation, compassion, listening skills. Must be flexible, adaptable and resourceful.

PHYSICAL DEMANDS: 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 ENVIRONMENT: 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:

TO APPLY: Complete [this application form](#) or collect an application form from the CHUM office at 102 W. 2nd St., Duluth MN. The position will remain open until filled.

People with lived experience of homelessness and people of color are strongly encouraged to apply. CHUM is committed to a diverse workforce.