



Job Opening

POSITION:	<u>Youth & Family Advocate</u>
CLASSIFICATION:	<u>Full-Time, Regular, Hourly, Non-Exempt</u>
LOCATION:	<u>1301 10th Avenue North, Minneapolis, MN 55411</u>
CLOSING DATE:	<u>December 9, 2011</u>

AGENCY SUMMARY:

Phyllis Wheatley Community Center's (PWCC) mission is to provide comprehensive, quality programs in life-long learning, child development and family support for the diverse Greater Minneapolis Community.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in human services, social work, or related field or equivalent combination of education and experience.
- Three years of related experience.
- Basic knowledge of child protection procedures and juvenile justice system.
- Knowledge of public school system and its sources of support for students and families.
- Understanding of issues related to educational and school success.
- Experience in creating and facilitating group activities.
- Understanding of effective case management functions.
- Access to reliable transportation and the ability to travel within the metro area.
- Effective written and verbal communication skills.
- Ability to work respectfully and communicate effectively with different cultures, groups, and languages.

JOB RESPONSIBILITIES:

- Assist children and families in achieving school success.
- Provide case management services, including resources and referrals.
- Take referrals for case management and other services from Hennepin County.
- Conduct frequent site and home visits to assess the strengths and needs of children and families.
- Maintain weekly contact with student and at least monthly contact with school and family.
- Regularly monitor school attendance.
- Support parents to understand and negotiate systems and interface with them as partners in their child's healthy development.
- Work collaboratively with families, school personnel and other agencies.
- Integrate curriculum that develops self esteem and increases developmental assets of students and families.
- Maintain accurate case notes and outcomes.

APPLY ONLINE: <https://careers-macc.icims.com>

Agency Webpage: www.phylliswheatley.org