



someplace safe

SAFETY. OPTIONS. HOPE.

Crime Victim Advocacy, Parenting Time Centers, and Community Thrift Stores

POSITION DESCRIPTION

POSITION TITLE: Regional Youth Advocate

Location: Someplace Safe Service Region – Office located in Morris or Glenwood

SUPERVISED BY: Regional Navigator

Status: Hourly, Full time

Salary: \$22.00-\$32.00 hourly

BENEFITS INCLUDED: Employer-paid health insurance, life insurance, paid time off (PTO), Employee Assistance Program and 15 Paid Holidays, holiday differential rate, long-term disability. Optional employee-purchased benefits include dental insurance, supplemental insurance, and retirement plan.

Staff-friendly workplace, including some flexible scheduling, occasional remote work options, strengths-based focus.

Please email Cover Letter & Resume to: anne.lr@someplacesafe.info

PRIMARY OBJECTIVE OF POSITION: Work directly with children and youth ages 24 and under in the counties of Big Stone, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse, Wadena, and Wilkin, who are identified as victims, survivors, or at risk of sexual exploitation and/or sex trafficking.

This position will coordinate work with local partners and systems to improve identification and services provided for youth in the service area.

SUPERVISION EXERCISED: May supervise temporary workers, interns, volunteers, or other employees as directed or assigned by supervisor.

JOB SUMMARY:

- Provides comprehensive, client-centered, and trauma-informed services to youth (age 24 and below).
- Provides case management through advocacy, crisis intervention, follow up, support, information, and referrals; assesses for safety; engages in risk reduction through safety planning; arranges for age-appropriate emergency safe housing and transportation; accompanies clients to appointments; provides follow-up and/or support at the time of medical exams.
- Serves to assist with communication between youth and systems.
- Explains the criminal justice process and prosecution procedures when and where appropriate.
- Assists youth with protective and/or other civil orders; attends court proceedings; arranges safe age-appropriate transportation for victim/survivors if needed; provides victim/survivors with case updates.
- Accompanies youth to appointments, assists in securing legal or financial assistance; offers follow-up contact.
- Provides education on trafficking and exploitation to youth and the community through prevention curriculum.
- Define and assist in creating and carrying out community response to sexually exploited and/or trafficked youth. Collaborates with child protection, local schools, youth organizations, temporary placements, and other partners both regionally and statewide to ensure that services available meet the specific needs of individual youths.
- Attends multi-disciplinary team/task force meetings or other groups as related to serving sexually exploited and/or sex trafficked youth.
- Keeps accurate records of services provided in the agency database.
 - OJP staff submits workplan reports and board reports quarterly to executive director and direct

supervisor.

- Safe Harbor Supportive Services staff must enter data into MDH's reporting database as required or requested.
- Gathers data and feedback directly from youth to assist in further improved services for victim/survivors; shares information with partners as needed.
- Attends multi-agency and community meetings, trainings, and workshops relevant to youth services and prevention as required by the grant or directed by supervisor.
- Participates in fundraising, grant writing, and events as directed by supervisor.
- Provides education and training to legislators, criminal justice, medical, human services agencies, and other systems to help improve their response to sexually exploited and/or trafficked youth.
- Educates and informs the community through social media, presentations, and area events.
- serves on committees, boards, etc. as assigned by supervisor.

OTHER RESPONSIBILITIES:

- Performs other duties and assumes additional responsibilities as directed by supervisor/ Leadership.

DESIRED MINIMUM QUALIFICATIONS: Individuals with diverse backgrounds, varied life experiences, who are bilingual, and/or survivors of crime encouraged to apply.

Education and Experience

- High school diploma or equivalent, (G.E.D.)
- Background in trauma related work, advocacy, or related work experience preferred.

Necessary Knowledge, Skills and Abilities

- Knowledge of and sensitivity to sexually exploited and trafficked youth, victim/survivors of intimate partner violence, sexual violence, and general crimes, and victim/survivor issues; working knowledge of the legal and social service systems, referral sources/options.
- Skill in managing crisis situations; skill in multi-tasking and operating the listed tools and equipment.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, clients, Safe Harbor providers, and the general public; ability to communicate effectively verbally and in writing.

SPECIAL REQUIREMENTS

- This position will require a flexible schedule outside of traditional business hours. Applicants must be able to work a flexible schedule as needed or required.
- This position will require extensive travel. Applicant must possess and maintain a valid state driver's license and insured reliable vehicle.

TOOLS AND EQUIPMENT USED

- Requires use of agency provided computer (MS Office Suite), cell phone, and other office and communication equipment.

PHYSICAL DEMAND AND WORK ENVIRONMENT:

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. Employee is required to walk, climb stairs, and lift at least 25 pounds and be able to move about freely. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the environment is usually quiet.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

It is the policy of this agency to provide equality of opportunity in employment to all persons, to prohibit discrimination because of race, color, religion, national origin, place of residence, political affiliation, disability, marital status, status with regard to public assistance, gender, sexual orientation, or age in all aspects of its personnel policies, programs, practices, or operations.

Mission statement: **Someplace Safe works to create safer communities in West Central Minnesota by providing high quality crime victim services.**

Vision Statement: **Safer Families, Safer Communities**

Core Values: **Respect, Collaboration, Integrity, Dedication, Strategic Innovation**



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