

THE COVE- HEART OF TEXAS, INC.  
JOB DESCRIPTION



**Job Title:** Evening Youth Advocate

**FLSA Status:** Non-Exempt/Hourly

**Reports To:** Assistant Program Director of Youth Services **Location:** Waco, TX

**Position Type:** Regular, Full-Time

**Posted:** Oct 2020

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**Who We Are:**

The mission of the Cove is to give youth experiencing homelessness a safe place to thrive. Unaccompanied homeless youth (UHY) are some of Waco's most vulnerable citizens. Young people experiencing housing instability have been shown to be more prone to sexual and emotional abuse, human trafficking, depression, suicide, and substance abuse. In the 2017-2018 school year, 696 youth in the Heart of Texas region were enrolled in school as unaccompanied, meaning they were experiencing homelessness by themselves, not in the care of a parent or legal guardian. The Cove is a nurturing drop-in center for high-school aged youth and is a recipient of the Youth Homelessness Demonstration Program grant, which allows us to offer supportive services to youth in the Heart of Texas Region.

**What You Will Do:**

The Youth Advocate (YA) provides case management, trauma-informed support services to homeless and unaccompanied young people week-to-week to youth from partnered districts. The YA is responsible to create and maintain a culture of Care, Opportunity, Value and Empowerment among and toward students at all times. The YA connects youth to community resources like job training and housing solutions, and connects the youth to appropriate agencies. In addition, the YA works with a team of Social Work Interns to ensure youth are identifying goals and work with youth on their plan to achieve those goals and participates in weekly staff meetings. The YA will also document all client interactions using the Homeless Management Information System (HMIS) software in a timely and accurate fashion, as well as collect, track and report data for grant and program reporting purposes. The advocate will participate in case conferencing for youth and serve as an assessor for the coordinated entry system through HMIS. This position also includes overseeing positive behavior incentive programs with Cove youth. Half of the Youth Advocate's time will go towards supporting unaccompanied youth eligible for Youth Homelessness Demonstration Program Supportive Services. To be successful in this role, the Youth Advocate will be in close communication with their supervisor on student needs, trends, and supports. The YA will be an experienced professional who has a passion for youth and is knowledgeable about youth experiencing homelessness.

**Hours:** Monday-Friday 12pm – 8:00pm (with 1-hr lunch breaks)

**Education/Certification:**

- Bachelor's degree in social work, psychology, or other related field or pursuing an education in one of those fields (required)
- Master's Degree in Counseling, Education or Social Work from an accredited university (preferred)
- Fluent in English and Spanish (preferred)

**Special Knowledge/Skills:**

- Previous experience working with adolescents of diverse backgrounds, or equivalent in demonstrated experience such as delivery of counseling and social services.
- Understanding of the challenges of and resources for families and children experiencing homelessness.
- Experience with case management of youth and families in an educational or social support setting.
- Experience navigating the resources within a School District, to include staff, administration, parents, and social service providers.
- Eligible to drive company vehicles, with current, unencumbered Driver's License and strong Motor Vehicle Record

\*We understand that people gain skills through a variety of professional, personal, educational and volunteer experiences. We encourage candidates to review the key responsibilities and qualifications below. If you believe you have transferable skills necessary to fulfill the responsibilities of this role, we encourage you to apply.

**Key Responsibilities:**

1. Case Management – 90%

- a. Provide case management services to youth who visit The Cove's Nurture Center
- b. Connect youth to community resources and provide referrals to appropriate agencies
- c. Connect youth with appropriate volunteers for mentoring, tutoring, or job skill development
- d. Facilitate restorative justice circle time with youth
- e. Work with youth on their identifying goals and working with the youth to plan to accomplish those goals, specifically around education, health, sustainable living, and social and emotional health
- f. Work with youth to find housing solutions in the community
- g. Document all client interactions and meetings using HMIS software in a timely and accurate fashion
- h. Ensure programming is provided to youth throughout the week
- i. Collect, track and report data for reporting purposes
- j. Maintain strong Ensure youth have transportation to a safe place to stay
- k. Support unaccompanied youth eligible for YHDP Supportive Services
- l. Serve as an assessor for the youth coordinated entry system
- m. Participate in outreach

2. Other duties as assigned – 10%

**Commitment To Diversity**

The Cove actively engages young people from all backgrounds. We are committed to embracing diversity within our organization because we firmly believe that a diverse employee teams help us to achieve our best organizational outcomes and provide the most effective support to our young adults as we work to close the Opportunity Divide. We are deeply dedicated to creating and maintaining an inclusive and supportive work environment.

As an equal opportunity employer, The Cove is committed to providing employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics, or any other basis prohibited by applicable law.

**Compensation & Benefits**

The hourly rate is competitive and based on education and experience, and indicative of full time 40 hours a week. No health care plan is provided through The Cove. Operating funds are available to support staff through professional development opportunities.

**To Apply**

Please submit a thoughtful cover letter and resume with at least two references to [Kayleighc@thecovewaco.org](mailto:Kayleighc@thecovewaco.org). Note that applications without a cover letter will not be considered. We respectfully request no phone calls.

**Equipment used:** Computer, printer, multi-line phone system, copier, and company vehicle.

**Mental Demands/Physical Demands/Environmental Factors:**

Work demands lifting supplies or materials (0-15 lbs). Work demands require close visual attention. Work demands require prolonged mental concentration. Work demands maintaining composure under stress. Work demands prioritizing multiple needs and deadlines.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The Executive Director may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.