



JOB ANNOUNCEMENT STUDENT ADVOCATE

PORTLAND YOUTHBUILDERS

Portland YouthBuilders (PYB) is a nonprofit, two-year alternative high school and job training program with the mission to support low-income young adults, ages 17-24, who are committed to changing their lives to become self-sufficient, contributing members of the workforce and their community. At PYB, students complete high school with a GED or diploma and develop marketable employment skills by learning to build affordable housing from the ground up or learning to refurbish computers and provide technical assistance to low-income seniors. PYB students have the opportunity to serve as part-time AmeriCorps members and earn an AmeriCorps Education Award.

PYB is deeply committed to continuously working to make our organization a more equitable and just place for both students and staff. As it is written in our [equity statement](#): *At PYB, we believe that communities are strengthened when diversity is honored. We believe we have a responsibility to interrupt and confront inequity. At PYB, we commit to continuously reflect and challenge the ways in which we, as a community, and as individuals, perpetuate inequity. It is not only vital to our students' success but essential to our purpose.*

POSITION SUMMARY

This position works within a counseling and career services student support team. The team provides student focused support in both an independent and interdisciplinary format. The advocate's main focus will be to provide **individual and group counseling and cross-discipline case coordination** to students as they work to define and achieve their educational and vocational goals.

QUALIFYING KNOWLEDGE, SKILLS, EXPERIENCE AND DUTIES

- o Master's degree in Social Work or a related field required
 - o minimum of two years' experience supporting young adults from challenging circumstances to achieve personal, educational, and career-building success
 - o ability to assess mental health needs and provide referrals to mental health resources
 - o ability to build and maintain a network of mental health resources and partners
 - o ability to lead group and create curriculum pertaining to said group
 - o ability to work with the Career Services team to support in career plan development with mental health supports outlined as needed
 - o demonstrated experience understanding the needs of a client and providing leadership and advocating for them within case coordination teams
 - o demonstrated competency in applying individual and group counseling modalities to students from diverse backgrounds
 - o ability to work both independently and as a member of multiple inter-disciplinary teams
 - o ability to keep up with case noting in a FileMaker based database
 - o willingness to participate in staff committees that work on increasing equity within the organization
 - o strong organizational skills befitting a fast paced environment
 - o verbal and written skills sufficient to maintain accurate and timely communication regarding student issues and progress
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COMPENSATION & BENEFITS

Reports To:	Rana Uzzaman, Program Director
Schedule:	40 hours per week
Position Starts:	As soon as filled
Compensation:	Starting salary range of \$55-65,000/year
Employment Status:	Full-time, Regular, Exempt
Benefits:	Seven weeks paid vacation per year -4 weeks in summer, 2 weeks in December, and 1 week in March (summer vacation prorated in first year based on length of service); most state recognized holidays paid; employees accrue 1 personal day/month; \$700/month added to salary for Section 125 cafeteria plan to cover employee's health care benefits, flexible spending accounts, and/or retirement savings; dollar-for-dollar employer match for retirement contributions up to 3% of salary with immediate vesting; employer-paid life and long-term disability insurance; dynamic environment with great team of students and staff.

Application Procedure

To apply: email resume and cover letter to Rana Uzzaman, Program Director at Rana.Uzzaman@pybpd.org.

Resumes will be reviewed as received and interviews conducted to fill the position as soon as a qualified candidate is identified.

No phone calls or visits please

Your cover letter should summarize why you are qualified for the position and include answers to the following two supplemental questions:

- *What are your clinical approaches/theoretical frameworks for working with marginalized populations?*
- *PYB serves youth from diverse racial and ethnic backgrounds. Describe your experiences working both personally and professionally with people from diverse racial/ethnic backgrounds. What did you learn from those experiences?*

No paper resumes, faxes, phone calls or visits please.

CLOSING DATE: Applications will be reviewed as they are received. This position is open until filled.

Portland YouthBuilders' mission connects us to people and communities across Portland. We are proud to be an equal opportunity employer and do not discriminate on the basis of race, color, sex, sexual orientation, age, religion, creed, marital status, national origin, political affiliation, disability, veteran status, or any other classifications applicable by law. Portland YouthBuilders is committed to the diversity of our people, programs and services. The organization acts affirmatively in the employment and advancement of qualified people of color. Auxiliary aids and services are available upon request to individuals with disabilities. TTY1-800-735-2900.

PYB employees and full-time volunteers must successfully complete a criminal background and drug test check prior to employment. Portland YouthBuilders is a Drug Free Workplace and adheres to the requirements of the Drug Free Workplace Act. Portland YouthBuilders' students and staff are subject to random drug tests.

- This program is funded 25% through a federal award of \$1.5 million from the U.S. Department of Labor – ETA for the YouthBuild Program Initiative.
- This program financed in part with funds provided through Worksystems, Inc. from the U.S. Department of Labor, the City of Portland, and the Department of Housing and Urban Development.
- PYB is an AmeriCorps program and students who are AmeriCorps members are eligible for an education award.

