



Imperial Valley Regional Occupational Program

687 State Street • El Centro, California 92243

(760) 482-2600 • Fax (760) 482-2750

website: www.ivrop.org

Edwin P. Obergfell
Superintendent

ANNOUNCEMENT OF POSITION VACANCY

May 21, 2018

TO: Candidates and Placement Agencies

VACANCY: **Youth Advocates**
2 Part-time Position(s)
Position(s) contingent upon funding

LOCATION OF JOB: Imperial County, CA

APPLY AT: Imperial Valley Regional Occupational Program
687 State Street, El Centro, CA 92243
Office (760) 482-2600
or www.edjoin.org

DEADLINE FOR FILING: June 4, 2018, 5:00 pm, or until filled

SALARY: \$11.00 per hour (Youth Advocate)

IMMEDIATE SUPERVISOR: Luis Torres, Program Manager

INTERESTED QUALIFIED APPLICANTS SUBMIT: 1) Completed Classified Application Form
2) Resume of Education and Work Experience
3) Cover Letter

NOTE: Only original applications will be accepted. No faxed copies or postmarks will be accepted.
Application must be submitted directly to IVROP Administrative Office or at www.edjoin.org.

IVROP recommends a National Career Certificate for all applicants.

The IVROP shall require that each new employee obtain a medical, pre-employment physical examination and testing for drugs from a licensed medical doctor or provider chosen by the IVROP at the IVROP's cost. The examination results remain confidential.

To comply with the Immigration Reform and Control Act of 1986, all new employees must provide proof of identity and authorization to work in the United States.

EQUAL OPPORTUNITY EMPLOYER
WOMEN & MINORITIES ARE ENCOURAGED TO APPLY

Imperial Valley Regional Occupational Program

JOB DESCRIPTION

Job Title: Youth Advocate

Position Scope:

Under the direction of the assigned supervisor, the Youth Advocate will work with assigned youth to facilitate activities for the program and provide information on program services to community agencies, parents and youth.

Essential Duties:

1. Serve as the liaison between the youth, the community and program activities.
2. Conduct oral presentations to community and youth groups; advise youth, parents, and other interested partners of program services.
3. Meet with youth, guardians, school and community representatives for the purpose of providing information on services available through the project.
4. Attend meetings as assigned for the purpose of conveying and/or gathering information required to perform function.
5. Assist with supervision and facilitation of program activities, workshops, events and field trips.
6. Work with youth to carry out the goals and objectives of the program.
7. Prepare written material such as reports, correspondence, and referrals for the purpose of conveying information regarding program activities and procedures.
8. Make appropriate referrals to resources.
9. Maintain confidentiality regarding participants, students, personnel, and all internal organization information.
10. Perform other related duties assigned by the Supervisor.

Education, Experience and Skills Required:

1. High school diploma or equivalency.
2. College level coursework in Education, Social Science, Sociology, Psychology, or related field preferred.
3. Prior experience in related field preferred.
4. Ability to read, write and communicate effectively in English; ability to address an elected board.
5. Ability to drive a personal vehicle to conduct work; travel to other sites; meetings and workshops; travel in county and out of county.
6. Ability to type 30 wpm and do basic business arithmetic.
7. Practical application of MS Word, MS Excel, MS Outlook and MS PowerPoint for Windows is required.
8. Ability to use standard office machines such as a personal computer, calculator, copier, fax machine, telephone, etc.
9. Valid California Driver's License and evidence of minimum liability insurance.

Physical Requirements: Visual/hearing ability sufficient to comprehend written/verbal and telephone communication. Ability to sit for long periods, standing, computer entry, walking,

reaching, repeated bending, lifting and carrying up to 20 lbs. Ability to travel within and outside the county as needed.

Environmental Requirements: Must be able to work indoors in a predominately sedentary position. Wide range of physical motion required to include bending, twisting, standing, walking, carrying boxes and supplies, sitting for long periods of time, answering the telephone, using hands to type and enter data and perform a wide-range of office and clerical duties.

Scheduling and Availability: Hours of work and schedule are determined based upon program needs. This is a non-exempt position. Hours per week will vary and may require a flexible schedule that includes working evenings or weekends.