

**LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.**  
**JOB DESCRIPTION**

**TITLE:** FAMILY/MEN/YOUTH ADVOCATE  
**DEPARTMENT:** HUMAN SERVICES  
**SUPERVISOR:** THV COORDINATOR/ HS DIRECTOR  
**CLASSIFICATION:** FULL- TIME- NON-EXEMPT

**POSITION SUMMARY:**

The Family/Men/Youth Services Advocate is responsible for providing outreach, home visitation, case management, and advocacy services for Native men and youth. This position is under the auspices of the HRSA/ACF Tribal Home Visiting Grant and IHS Human Services. Reports directly to the Program Coordinator and Clinical Director. Works effectively and efficiently in the field with little supervision, with the ability to manage time effectively and prioritize and problem solve in crisis situation. Teamwork is essential. Participates in training new advocates in PCAP protocols. Delegates support work to office assistants.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide outreach, counseling and groups to men and youth, individual contacts, community facilitation and school-based groups.
- Perform case management activities according to PCAP/HS Department policies and procedures, in a highly confidential and professional manner.
- Manage caseload of fathers in the THV program and other cases as assigned through Human Services.
- Facilitate community based men and youth groups.
- Organizing, planning and facilitate community events for youth.
- Participate on committees to advance Native youth's health and educational success.
- Assist fathers in setting and achieving family goals.
- Conduct weekly home visits to client's homes and/or locations as required.
- Transport clients, their children and other family members as part of case plan.
- Assist clients in setting family goals based on their individual needs assessments, identifying steps to achieve their goals, and assist in achievement of goals.
- Identify high-quality community providers and agencies whose services are relevant to men and youth's needs.
- Provide outreach services to engage and connect clients with the community agencies that will help meet their needs and goals.
- Administer clinical assessment instruments dealing with highly sensitive and confidential information, according to HS Department & PCAP policies and procedures.
- Collect and enter data online.

- Participate in weekly administrative supervision with THV Project Coordinator and biweekly clinical supervision with Therapist.
- Participate in required training, will require some travel.
- Obtain and maintain current CPR, Infant CPR, and First Aid Certification.
- Contribute to report writing, trainings, and presentations as needed.
- Maintain a flexible schedule including some evenings and weekends.
- Other duties as assigned.

### **QUALIFICATIONS:**

- 2-years Associates degree (A.A.) in Social, Human Services, Early Childhood Education or other related field.
- 4 years of community based involvement with experience in substance abuse, DV/IPV, education, employment and other family or social services experience.
- Experience facilitating or conducting group learning.
- Strong communication skills.
- Ability to effectively engage with individuals and families.
- Ability to conduct interviews covering sensitive and confidential issues.
- Strong organizational and time management skills.
- Must have a valid driver's license and be insurable.
- Individuals with life experience dealing with substance abuse issues or other relevant issues are strongly encouraged to apply and desired, six (6) years sober preferred.

All LCTHC employees are expected to:

- -Provide the highest possible level of service to clients;
- -Promote teamwork and cooperative effort among employees;
- -Maintain safe practices; and
- -Abide by the LCTHC policies and procedures as they may from time to time be updated.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to drive substantial distances; conduct home visits in a variety of settings including homes, places of business, outdoor locations, etc; provide client transportation, interact with the public including clients, their children, family members and outside agency staff. The employee is required to sit, stand, walk, lift up to 40 pounds and reach with hands and arms. Vision abilities required by this job include close vision.

**INDIAN PREFERENCE:** Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472.

**NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:** LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC.

Employees who are under the influence compromise LCTHC’S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

**HIPAA Health Insurance Portability and Accountability:**

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information.

***IMPORTANT DISCLAIMER NOTICE***

*The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.*

**Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.**

I have read and understand all aspects of this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Dept. Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Signature

\_\_\_\_\_  
Date