



POSITION DESCRIPTION (INTENSIVE ADVOCACY FELLOW)

The Mission of The Choice Program is to strengthen communities through innovative, family-focused strategies that connect youth to opportunities for positive choices. The Mission is accomplished using a community-based approach which:

- Identifies and links the youth and families with social supports;
- Fosters caring relationships;
- Develops high expectations;
- Provides meaningful participation

OVERVIEW

The Choice Program is proud to partner with **AmeriCorps** to offer this 12 month contractual **AmeriCorps** position. The Community Service-Learning Fellow provides a team-based intensive case management service to meet the needs of youth/families in The Choice Program. Choice Fellows, like **AmeriCorps** members around the country, “get things done” for the community we serve. The Choice Fellow is directly accountable to and supervised by the Service Coordinator. Due to the nature of the workflow and program needs, the Choice Fellow maintains a flexible schedule that goes beyond 40-hours a week.

KEY RESPONSIBILITIES

- Serves as a positive Role Model for program youth
- Participates in team approach, sharing responsibility for youth services
- Participates in youth intake and assessment interviews
- Provides daily assessments of youth and family situations via rundowns and formal/informal dialogue
- Develops and maintains helping relationships with parent/guardian emphasizing youth accountability
- Provides intensive monitoring services to assure accountability
- Provides advocacy in the areas of health, education, vocation, legal and family intervention*
- Plans and facilitates opportunities for meaningful participation
- With Supervisor and Service-Learning Fellowship team, develops service plan
- Prepares for and participates in case consultations
- Establishes and maintains working relationships with community partners

- Makes referrals to community resources and provides follow-up services*
- Ensures emergency care is provided when required
- Applies non-violent physical crisis intervention when youth/fellow safety is threatened
- Establishes aftercare plans and develops linkages to resources*
- Delivers services to any youth in the program in the event that assigned fellow is unavailable
- Adheres to service schedule and participates in on-call system to ensure youth coverage
- Transports youth in a safe and secure manner in matters related to service delivery
- Notifies supervisory staff immediately in the event of a youth crisis, suspected illegal activity or any other youth, fellow or program incident
- Completes required documentation in accordance with Choice format and timetables (i.e.: youth related reports, daily logs, personnel documentation)
- Adheres to program personnel and procedure manuals and to Choice confidentiality policies
- Maintains program equipment (i.e. cell phones, computers, etc.)
- Engages in self-evaluation to develop professional goals and participates in supervisory sessions

*The Choice Program reviews and monitors Fellows' activities to ensure that all Fellows are abiding by the AmeriCorps regulations related to prohibited activities.

QUALIFICATIONS

- Bachelor's Degree Required
- U.S. Citizenship or Permanent Residency required
- Must have legally-registered vehicle for service use, valid state driver's license and required automobile insurance
- Commitment to 1 year of Community Service-Learning
- Must maintain flexible schedule to include evenings and weekends
- Ability to serve individually and as a team member
- Possesses good oral and written communication skills
- Ability to project a positive attitude

AmeriCorps Member

Date

Service Coordinator/Supervisor

Date