



**Advocacy Services for Kids  
Youth Engagement Specialist**

Advocacy Services for Kids is seeking a part-time Youth Engagement Specialist. Responsibilities include assisting the Youth Involvement Coordinator in recruiting youth with mood, emotional, or behavioral challenges who are ready to take on leadership roles, providing them with training, and connecting them with opportunities in the community. The Youth Engagement Specialist will also help to plan, coordinate and facilitate bi-monthly youth advisory group meetings.

The candidate must possess a high school diploma or GED. The Youth Engagement Specialist will possess strong oral and written communication skills, strong organizational skills, experience working with youth with mental health challenges, and the ability to team with others. This position requires some evening and weekend hours. The successful candidate must also have basic computer skills and provide his or her own transportation.

**Please see the full position description for more information.**

Please send a cover letter and resume to Advocacy Services for Kids via email, mail or fax:

ASK  
c/o Kristina Dristy  
414 E. Michigan Avenue  
Kalamazoo, MI 49007  
Email: [kristinad@askforkids.org](mailto:kristinad@askforkids.org)  
Fax: (269) 978-0287

Call Kristina at ASK for more information: 269-343-5896

ASK is an equal opportunity employer.

**RESUMES WILL BE ACCEPTED UNTIL DECEMBER 13<sup>TH</sup>, 2013**



**Youth Engagement Specialist  
Advocacy Services for Kids**

- JOB TITLE:** Youth Engagement Specialist
- TIME/HOURS:** Part-time
- FLSA STATUS:** Non-Exempt
- WAGE/SALARY:** \$10/hour
- BENEFITS:** N/A
- SUPERVISOR:** Youth Involvement Coordinator
- EDUCATION AND REQUIREMENTS:**
1. Possess a high school diploma or GED.
  2. Have experience working with youth with emotional challenges
  3. Ability to work flexible hours with evening and weekend availability.
  4. Basic computer skills.
  5. Reliable method of transportation
- PURPOSE:** The Youth Engagement Specialist will be responsible for assisting the Youth Involvement Coordinator in the oversight, monitoring and administration of youth involvement in the system of care so that youths' experiences and perspectives drive the planning, implementation, and evaluation of the system of care. Be a support, resource and mentor to young people who bring the youth voice to the system of care. Empower youths and enhance their leadership skills.
- UNIVERSAL JOB SKILLS:** All Advocacy Services for Kids employees will demonstrate the ability to:
1. Communicate role, responsibility and agency philosophy and services
  2. Use active listening techniques to build rapport
  3. Redirect statements that assign blame
  4. Maintain a focus on strengths, needs and creative solutions.
  5. Report relevant information to the right people at the right time
  6. Complete required documentation within established timeframes
- INITIATING:**
1. Assist in the development of methods, strategies and structures to assure authentic youth voice within the service system.

2. Identify youth from the target population to participate in system activities.

**ORGANIZING:**

1. Assist with regular meetings of youth involvement efforts within the community
2. Support and nurture development activities for youth participation
3. Gather and adapt materials for youth participation
4. Provide skill-building opportunities to youth

**IMPLEMENTATION:**

1. Collaborate with youth, agency and community representatives to implement youth participation plans
2. Facilitate and participate in meetings as required
3. Assist in the implementation and monitor progress of youth involvement strategic work plans
4. Supervise youth skill-building activities

**MODIFYING:**

Adjust activities to assure maximum youth involvement