

Mission: *Friends of the Children-Boston (Friends-Boston)* creates generational change by engaging children from high-risk communities in twelve and a half years of transformative mentoring relationships. From kindergarten through graduation, no matter what.

Organization: At *Friends-Boston*, we do not shy away from actively seeking out and serving the highest risk kids facing extreme barriers to success. To achieve our mission, we identify children facing the hardest challenges, and relentlessly dedicate our resources to them for their entire childhood—from kindergarten through high school graduation. We call the high-risk children we serve “Achievers” to demonstrate our belief in their potential to succeed, just as we call our professional mentors “Friends” because they are forming meaningful relationships with our youth. *Friends-Boston’s* long-term goal is that Achievers will graduate from high school and succeed in college. We select children from high-risk communities in kindergarten and provide them with weekly support every year for 12.5 years.

Job Description Summary: An Adolescent Youth Advocate (Friend) is a critical member of a team of support providers for a cohort of approximately 90 Achievers in grades 5 through 12th grade. A Youth Advocate is responsible for being the primary “Friend” to 10-12 Achievers as well as supporting the supervision of interns who support the overall needs of the cohort. The Youth Advocate ensures that the necessary life, home and school supports are available to help every Achiever graduate high school and attend college. The Youth Advocate works collaboratively with other team members and reports directly to the Assistant Program Director.

Ideal Candidate is someone who is relentless in pursuit of success for his/her Achievers. He/she understands and is comfortable with navigating through complex situations our Achievers live with. He/she believes that all children/teens have the capacity to succeed and will do whatever it takes to support them in doing so. He/she understands that circumstances of poverty are delicate and he/she must be comfortable supporting Achievers despite of barriers that may be in the way. Lastly, he/she believes in outcomes driven methodologies and will use data to track progress towards organizational outcomes.

Job Responsibilities:

Attitude:

- Commitment to providing relentless support to Achievers, families and staff
- Ready to go above and beyond in time and effort to ensure goals are met
- Extreme flexibility and adaptability
- Positive, collaborative and resourceful
- Must have a team first mind-set

Achiever Support:

- As part of the team, ensure that Achievers are receiving at least 16 hours of direct and indirect support a month
- Develop positive relationships with Achievers and their Caregivers through frequent communication and home visits
- Serve as a primary contact for the caretakers of each Achiever and provide necessary support in direct benefits of the Achievers.
- Know the needs and strengths of each Achiever served in your cohort and specifically on your caseload
- Develop knowledge of academic performance and social/emotional proficiencies for each Achiever
- Utilize knowledge of Achievers’ assets and deficits to set appropriate and realistic goals

- Provide “supportive efforts” (community-based resources and services) and referrals to Achievers and their Caregivers to ensure positive outcomes and to work towards prevention
- Maintain up to date electronic files for each Achiever
- Responsible for conducting social/emotional and needs assessments and collecting academic data from schools
- Provide transportation for Achievers as needed
- Serve as primary contact with teachers and administrators at each of the schools attended by Achievers

Data/Evaluation Management:

- Review Achiever data weekly to drive decision making about what is best for the Achiever
- Review data both weekly and monthly to prepare for monthly reporting meetings and to ensure that data is accurate and complete
- Use Efforts to Outcomes (ETO), an online evaluation program, to document and maintain all case notes and regularly analyze Achievers progress towards goals to inform and modify service plans
- Ensure on-time completion and submission of Achiever assessments, goal reviews, weekly service plan logs (case notes), academic data, and other evaluation materials

Organizational Support:

- Advocate for his/her Achievers for opportunities to participate in enrichment activities/events/programs including, but not limited to, Reading Buddies, college trips, job shadow days, sports events, community service days, arts/cultural performances, and community events.
- Participate in and supervise participation of Achievers in *Friends-Boston* events
- Attendance at organizational events is required including the Gingerbread Event, Lemonade Day, end of the year celebration, the Friend Raiser and other weekend and evening events

Additional Responsibilities:

1. Other duties as assigned
2. Ability to work up to 2 Saturdays/month throughout the year as well as some late nights required
3. Commit to work hours of 11 am to 7 pm, with flexibility of possible morning and evening meetings as scheduled
4. Vehicle and good driving record required

Education and experience requirements:

1. Associate’s Degree required, Bachelor’s degree preferred
2. A minimum of 2 years of working with children/teens in an urban setting preferred; prior experience in the field of education, social work, youth development and school based programs strongly encouraged to apply
3. Women of color strongly encouraged to apply
4. Spanish, Haitian Creole, and or Cape Verdean Creole language skills a plus

Please submit resume and cover letter to [hiring@friendsboston.org](mailto: hiring@friendsboston.org)

Please include salary requirements in cover letter.

Preferred response by April 16, 2018, position open until filled.

Absolutely no phone calls

Friends of the Children-Boston provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.