



EAU CLAIRE AREA HMONG MUTUAL ASSISTANCE ASSOCIATION, INC.

1320 W. CLAIREMONT AVENUE, EAU CLAIRE, WI 54701 PH: 715.832.8420

We strive to assist our communities and our cultures to become socially, educationally and economically empowered by: promoting leadership and educational advancement, enhancing economic development and self-sufficiency, strengthening the health and well-being of families, and promoting and preserving traditional culture, customs and rituals.

Eau Claire Area Hmong Mutual Assistance Association, Inc. **Youth Advocate Coordinator Job Position and Responsibilities**

Position: Youth Advocate Coordinator

Coverage Areas: Eau Claire, Dunn, and Chippewa Counties

Classification: Paraprofessional

Status: Nonexempt

Description: The full-time *Youth Advocate Coordinator* provides culturally and linguistically specific services to Chippewa Valley Hmong residents by implementing the ECAHMAA's Building Bridges for Youth program. This position is responsible for the planning, design, implementation, delivery and evaluation of comprehensive ECAHMAA after school's minority youth curriculums and crime awareness programs. The candidate will also be responsible for overseeing the overall programs as well as assist with generating reports, including, but not limited to, program tracking and utilization, risks changed and program analysis.

Youth Advocate Coordinator works with Hmong teens in the Building Bridges for Youth Program, which is an after-school recreation-educational program for minority youths in middle and high school in Eau Claire, Dunn, and Chippewa Counties. The *Youth Advocate Coordinator* works with and in tandem with other agency staff to provide prevention education on teen dating and domestic violence, to increase youth academics, build leadership skills and focus on building and fostering strong bicultural identities.

Responsibilities:

1. Responsible for recruiting interested minority youth participants into the program and completing all required agency and program intake materials.
2. Responsible for the recruitment, training and supervision of UW-Stout student and/or other volunteers who will serve as tutors, mentors, and group facilitators.
3. Works in collaboration with other agency staff to plan and staff the weekly sessions as well as the annual youth camp at the end of the school year.
4. Works with clients by phone, email, and in face-to-face meetings.
5. Facilitate culturally specific after school curriculums for minority youth.
6. Works with Hmong teens in the Building Bridges for Youth Program- an after-school recreation-educational program for minority youths in middle and high school in designated Counties.
7. Provide prevention education on teen dating and domestic violence, to increase youths' academics, build leadership skills and focus on building and fostering strong bicultural identities.
8. Collaborate with Advocacy Program Advocates and community partners to provide education about restraining orders, family court, criminal court, immigration laws, and other legal procedures.
9. Provides information and referrals about legal and other community resources.
10. Collaborate with Advocacy Program Advocates to assists clients in safety planning, identifying options, and problem solving.
11. Collaborate with other program staff to provide victim services.
12. Keeps supervisor informed of high-risk situations in work with clients.
13. Collaborate with victims of crimes in accordance with their self-defined needs, such as referrals to community agencies, shelter, crisis intervention, supportive counseling; education counseling related to domestic violence and sexual assault; safety planning; resources and referrals to social service agencies; Crime Victim Compensation information; assessment of individual needs; appropriate conflict resolution



EAU CLAIRE AREA HMONG MUTUAL ASSISTANCE ASSOCIATION, INC.

1320 W. CLAIREMONT AVENUE, EAU CLAIRE, WI 54701 PH: 715.832.8420

We strive to assist our communities and our cultures to become socially, educationally and economically empowered by: promoting leadership and educational advancement, enhancing economic development and self-sufficiency, strengthening the health and well-being of families, and promoting and preserving traditional culture, customs and rituals.

skills that are culturally sensitive and non-judgmental by exercising discretion and judgment to assure the individual needs of the client are met

14. Maintains professional boundaries with clients.

Qualifications:

- A BA/BS in a human service-related field OR a combination of relevant education, employment and/or life experience is preferred.
- Bilingual (and preferable bi-cultural) in English and Hmong, both spoken and written, is preferred.
- Experience working with Hmong youths and knowledge of teen dating or domestic violence helpful.
- Knowledge of community resources is preferred.
- Prior experience working with a diverse population in a social service setting is preferred.
- The ideal candidate should understand the ramifications and impact of the immigration/refugee experience on families and communities.
- The ability to maintain a positive work atmosphere by acting and communicating in a manner that promotes honesty, integrity and cooperation with clients, co-workers, management and the general public is needed.
- The ability to negotiate and resolve conflicts is crucial.
- Must be a team player and demonstrate a willingness to positively contribute to the growth and development of ECAHMAA's mission and values.
- Must have a valid driver license and motor vehicle insurance meeting agency's guidelines.
- Proficiency with productivity software such as Microsoft Word is preferred.

Compensation: Compensation is based on experience and education.

Benefits: Employees can earn up to two weeks of paid vacation, one week of sick leave, 24 hours of paid PTO per year, health insurance and paid holidays after successfully completing 90 days of employment.

Hours:

This position is full-time at 40 hours per week. The ability to work flexible hours is necessary with the majority of hours to be worked Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. Duties may require working some nights and weekends to accommodate organizational needs. Travel is required and includes, at the minimum, once weekly travel to the Eau Claire office as well occasional trainings for professional development.