



Hampton Roads Community Action Program

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

JOB DESCRIPTION

Teen Advisor/Advocate

PURPOSE OF POSITION: School-based youth development and teen pregnancy prevention programs for middle and high school students living in Marshall-Ridley neighborhoods. Responsible for establishing a creative classroom teaching environment, lesson planning/reporting, after-school and weekend work with youth and their families, and client transportation. Some administrative support required for office. Performs other duties as appropriate or assigned.

SUPERVISOR
DIRECT REPORTS

Director of Special Projects
None

QUALIFICATIONS

- Requires Bachelor's degree in a field related to Social Work/Counseling experience or comparable experience.
 - Possess leadership and management skills to include program planning, organization, staffing, and directing.
 - Knowledgeable concerning all community agencies providing services to pregnant teens.
 - Experience in the areas of adolescent health and sexual behavior, assisting low-income clients in gaining economic self-sufficiency and/or family dynamics, counseling or parenting skills.
 - Good writing and presentation skills.
 - Ability to multi-task, organize, and work closely with participants and partner organizations.
 - Expertise in MS Office-Excel, PowerPoint, and Word
 - Must possess and maintain a valid Virginia driver's license
 - Criminal record check and credit report required for employment
- LEADERSHIP COMPETENCIES
 - Initiative and Drive for Strong Results
 - Customer Focus
 - LANGUAGE SKILLS
 - Expertise in communications and verbal and written presentations of products and

services; very strong computer presentation skills required (Prezi, PowerPoint, etc.)

○ **MATHEMATICAL SKILLS**

Ability to calculate figures and apply concepts of basic algebra.

○ **REASONING ABILITY**

Ability to apply common sense understanding to carry out and solve situations with several variables. Strong analytical skills required. Ability to interpret instructions and draw conclusions based on information. Follow through skills are critical. Interpreting data and reviewing documents for accuracy is critical. Attention to detail is a must. Ability to organize thoughts, ideas and information in a presentation format is required for some duties. Strong analytical skills, able to project, tracking, and report business results

○ **CERTIFICATES, LICENSES, REGISTRATIONS**

Current state driver's license, proof of current auto insurance coverage, satisfactory driving record and working vehicle required.

SKILLS REQUIRED include the following. Other skills within the scope of this position may be assigned.

- The ability to develop reports, agreements, timelines, budgets as well as other documents and presentations.
- Helps establish performance measures and monitors outputs and outcomes.
- Ability to work independently, take initiative and be an effective team member.
- High-level communication and interpersonal skills a must.
- Exceptional time management skills with ability to multitask; ability to work well under pressure, prioritize workload, and meet tight deadlines.
- Ensure that all funding reports are submitted timely and accurately.

SUPERVISORY RESPONSIBILITIES

- None

DUTIES Include the following. Other duties within the scope of this position may be assigned.

- Administer evidence-based Sisters Saving Sisters curriculum.
- Conduct weekly group meetings at designated area.
- Ensure that weekly sessions are held at multiple community locations.
- Identify and provide individual one-one-sessions in the community with high-risk students including: crisis intervention, tutoring, goal planning, and facilitation of family planning, public health insurance, prevention of adolescent pregnancy, and promote sexual health.
- Recruit middle and high school students to attend group meetings at time to be identified by individual school district.

- Maintain statistical accountability including; documentation of attendance and participation, goal planning, and outcome reporting.
- Establish and maintain connection with outside agencies and organizations through networking, advocacy, and education.
- Conduct Outreach and promotional activities which may include neighborhood and community outreach, agency outreach and school-based outreach.
- Attend program and staff meetings as requested; provide input on program improvement.
- Create opportunities to raise community awareness about teen pregnancy, mortality issues and prevention strategies.
- Ensure program activities, files, data, and reporting processes meet or exceed National Industry Standards and other medical HIPPA guidelines.
- Promote HRCAP within its varied geographic communities to enhance public awareness, understanding, and support of our mission.
- Other duties as assigned.

Application: Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA., 23607. Office hours are 8:00 A.M. to 5:00 P.M. Monday through Friday. You can also visit: www.hrcapinc.org to print an application and mail to P.O. Box 37, Newport News, VA, 23607 or email resume or application to: hrcapresume@hrcapinc.org

Closing Date: Applications accepted until position is filled.

Hampton Roads Community Action Program is an Equal Opportunity Employer