



## Hampton Roads Community Action Program

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

### POSITION ANNOUNCEMENT

**Position:** Teen Advisor/Advocate

**Location:** Newport News

**Summary/Objective:** To provide 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.

**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.

**Duties:** 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.

**Salary:** Negotiable; Forty (40) hours per week with Benefits.

**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](http://www.hrcapinc.org) to print an application and mail to P.O. Box 37, Newport News, VA, 23607. Also you can email your application and resume to [hrcapresume@hrcapinc.org](mailto:hrcapresume@hrcapinc.org)

**Closing Date:** Applications accepted until filled.