

Position Description Circle of Hope

Position Title: Youth Prevention Specialist

Department: Emergency Shelter

Supervisor: Shelter Manager

Status: Full-Time

Classification: Non-Exempt

Hours: 40 hours per week

Position Summary

The Youth Prevention Specialist provides trauma-informed advocacy, crisis intervention, and supportive services to survivors of domestic violence and their children across Circle of Hope's residential and community-based programs. This position supports safety, healing, and family stability through advocacy, child and youth services, prevention education, community collaboration, and participation in agency outreach and public awareness efforts. As part of the agency's broader response to domestic violence, this role helps strengthen protective factors for children and caregivers and supports prevention and early intervention efforts. Salary and continued employment are contingent upon the availability of grant funding.

Responsibilities and Duties

Shelter Advocacy

- Provide residential program participants with crisis intervention, personal advocacy, and victim assistance.
- Participate in decisions regarding admission of shelter residents in conjunction with other program staff.
- Provide advocacy, information, and support to residential families using available resources and service options.
- Assist with arranging transportation for residential program participants, as needed.
- Make referrals to appropriate agencies and services, including initial contact with service providers when requested, and maintain collaborative relationships with community partners to enhance services for participants.
- Provide coverage and backup for the 24-hour hotline to ensure callers have immediate access to services.
- Share shelter coverage Monday through Friday, including at least two 12:00 p.m. to 8:00 p.m. shifts weekly, and participate in rotational holiday coverage.
- Assist with special projects, program tasks, and other duties assigned to support shelter operations and agency goals.

Child and Youth Advocacy

- Provide child advocacy services across agency programs to ensure children and youth impacted by domestic violence receive safe, supportive, developmentally appropriate, and trauma-informed care.
- Maintain the safety, security, privacy, and confidentiality of all children, youth, and non-offending caregivers in accordance with agency policy and applicable regulations.

- Maintain accurate, timely, and confidential case documentation, progress notes, service records, and related data entry in compliance with agency standards and funding requirements.
- Provide direct advocacy, emotional support, crisis intervention, regular check-ins, and age-appropriate guidance to children and youth affected by domestic violence.
- Participate in family assessments, case reviews, safety planning, and individualized service planning in collaboration with agency staff and non-offending caregivers.
- Develop and facilitate educational, supportive, and recreational activities for children and youth that promote coping skills, emotional wellness, life skills, and violence prevention.
- Plan and facilitate weekly youth support groups.
- Provide education and support to non-offending caregivers regarding child development, the impact of trauma, positive parenting practices, and non-violent discipline strategies.
- Conduct child and youth intakes with the parent to assess each sheltered child's needs; complete child and youth intakes for non-resident families as needed.
- Maintain regular communication with parent regarding children's daily activities, behaviors, and any related concerns.
- Ensure a safe, clean, and organized play environment through routine sanitization of toys and equipment and proper organization of materials in activity areas.
- Monitor children for signs of emotional or developmental challenges and report concerns to shelter team.
- Collaborate with schools, community agencies, and other child-serving providers to support educational stability, resource coordination, and access to needed services.
- Advocate for the needs and best interests of children and youth within the agency and with external partners, as appropriate.

Prevention and Outreach

- Present domestic violence and dating violence prevention education in school-based and community-based settings, providing age-appropriate instruction on healthy relationships, personal safety, self-esteem, emotional regulation, boundaries, and conflict resolution.
- Collaborate with school personnel and community agencies to implement prevention curricula and related educational programming.
- Create, strengthen, and maintain networks with community agencies and service providers to identify youth exposed to domestic violence and connect them with preventive and supportive services.
- Serve as part of the agency's team at community awareness events, outreach activities, and public education efforts, representing the agency in a professional manner and supporting efforts to increase awareness of domestic violence services and prevention initiatives.

Administrative and Agency Support

- Maintain statistical and demographic data on victim contacts, presentations, resource referrals, and other required program information.
- Collect, enter, and report program and victim services data as requested, ensuring activities meet state and federal contract standards.
- Assist with special events as delegated by the supervisor and/or agency leadership.

- Participate in staff meetings, in-service trainings, required conferences, and other agency meetings and activities.
- Perform other duties as requested.

Education

- Bachelor's degree in social work, human services, education or a related field.

Qualifications

- Minimum of 1–2 years of experience working with children and families in a domestic violence shelter, residential, school, childcare, or related human services setting.
- Experience supporting children impacted by trauma, abuse, neglect, or domestic violence preferred.
- Ability to work a flexible schedule to meet the needs of families served.
- Demonstrated understanding of domestic violence and sensitivity to the needs of survivors and their children.
- Knowledge of crisis intervention, parenting education, problem-solving, advocacy practices, and community resources.
- Ability to apply an empowerment-based philosophy, remain nonjudgmental, and work effectively with diverse populations.
- Strong organizational, written, verbal, and computer skills.

Equal Opportunity Statement

Circle of Hope believes that diversity, equity, and inclusion strengthen its mission and the impact of its services. Circle of Hope is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other characteristic protected by applicable law.