



Neighborhood Advisor Position Description

The Neighborhood Advisor provides direct client services and program delivery support for youth and families who are at risk for experiencing trauma by promoting positive alternatives to violence through developmentally based mentorship, outreach, and providing supportive services.

Responsibilities:

- **Client services:**
 - Outreach to potential clients utilizing community partner data, coordinate and assist with client intake, contact clients to schedule one-on-one appointments and provide resources & referrals, develop individualized service plans for clients
 - Deliver services through an integrated trauma-informed approach in a non-judgmental and culturally appropriate manner while maintaining confidentiality
- **Assist with community awareness and relationship building within Strawberry Mansion and Kensington service area:**
 - May include outreach, marketing, tabling, attending relevant events, social media page management, event and outreach planning, etc.;
- **Contact clients, community members, and other stakeholders to conduct surveys and evaluations;**
- **Research, data entry, administrative organization, filing and data verification under the discretion of your supervisor for relevant projects and evidence-based reports;**
- **Function as part of the coordinated service delivery team;**
- **Develop supportive relationships by applying helping skills within a crisis intervention and family framework and participate in opportunities to expose youth to experiences that will increase their worldview;**
- **Facilitate support groups and public education presentations as directed;**
- **Assist clients in meeting their basic needs by utilizing partnering agency support;**
- **Make appropriate client visits, which can take place in schools, outreach facilities, homes of the youth or family or in other community facilities or locales, and may involve facilitating public or charter transportation.**

Qualifications:

- Strong oral, written and computer communication skills;
- Able to work with diverse populations;
- Flexible schedule including nights and weekends as needed;
- Reliable transportation and willingness to travel within and outside service area 3-5 days per week;
- Ability to work in a group or to work independently;
- 2-4 years of youth/family engagement, case management and outreach experience, including evidence-based programs;
- Bachelor's degree in a Human Services field (Criminal Justice, Psychology, Social Services, Education, etc.), or equivalent combination of education/work experience (minimum High School Diploma required).
- Ability to pass criminal background check, child abuse clearances, F.B.I. clearances, NSOR clearance, and Mandated Reporter Training.