



**LOS  
ANGELES  
LGBT  
CENTER**

**Position:** Youth Advocate #902014  
**Program:** Youth Services  
**Department:** Children, Youth and Family Services  
**Reports to:** Program Manager  
**Compensation:** \$16.00 per hour, plus \$1.50 per hour Shift Differential Premium for hours worked between 6pm-6am  
**Schedule:** Sunday-Thursday 7:00am-3:30pm  
**Status:** 100%, Full-Time, Regular, Non-Exempt  
**Probation:** 90 days  
**Benefits:** Medical, Dental, Vision; also including Life Insurance, Long-Term Disability, Employee Assistance Program, and a 403(b) Retirement Plan

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#### **Center's Mission:**

Building a world where LGBT people thrive as healthy, equal, and complete members of society.

**DEPARTMENT SUMMARY:** The Youth Center serves youth up to the age of 24 who are currently at-risk of or experiencing homelessness. The Youth Center offers services in an LGBTQ+ safe and affirming environment and serves as an entry point to assist youth making the transition from homelessness to housing. Our services include meals, clothing, support groups, a charter high school, GED and college prep program, an employment preparation, training and placement program, case management, counseling, a crisis shelter and a transitional living program (TLP). Our community-based programs include services for youth at-home, in school or in systems of care.

**JOB SUMMARY:** Provide direct supervision to sheltered clients, ensuring all aspects of their case plan are followed along with communicating with case managers and other youth advocates on a daily basis and maintain accurate shift documentation.

#### **ESSENTIAL FUNCTIONS:**

- 1) Provide direct supervision to clients of the Transitional Living Program, age 18-24;
- 2) Help ensure all aspects of client's daily case plan are followed;
- 3) Communicate with case managers and other youth advocates on a daily basis and maintain accurate shift documentation;
- 4) Supervise and/or facilitate client groups and other activities;
- 5) Supervise and coordinate client's participation in cleaning and upkeep of shelter;
- 6) Assist clients to deal effectively with personal and interpersonal issues as they arise;
- 7) Assist the Youth Management in the coordination of Youth volunteer efforts;
- 8) Assist the Youth Management with the establishment and maintenance of the Transitional Living Shelter;
- 9) Participate in staff meetings, planning meetings and other meetings as needed;
- 10) Must be willing to work nights and weekends;
- 11) Other duties as assigned;

#### **JOB QUALIFICATIONS AND EXPERIENCE:**

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) A minimum of 2 years of experience in a social service or related setting;
- 4) Knowledge and experience in a residential setting a plus;
- 5) Experience working with homeless and at-risk youth;
- 6) Background in HIV/AIDS a plus;
- 7) Knowledge and/or education in Addiction/Recovery, including a specific knowledge and understanding of alcohol, tobacco, and other drug use preferred;
- 8) Access to reliable transportation and the ability to be insured;
- 9) Current CPR Certificate;
- 10) Knowledge and understanding of the issues affecting LGBTQ youth, including experience working with youth at risk of experiencing homelessness (specific work with gay, lesbian, bisexual, transgender and/or runaway youth a plus);
- 11) Bilingual skills, a plus (English/Spanish fluency preferred);
- 12) Good verbal and written communication skills, including strong organizational, detailed and interpersonal skills;
- 13) Good computer skills and knowledge including word processing database operations, spreadsheets, and other software systems;
- 14) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in a multicultural environment.

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E-mail cover letter and resume as an attachment to [jobs@lalgbtcenter.org](mailto:jobs@lalgbtcenter.org) website: [www.lalgbtcenter.org](http://www.lalgbtcenter.org)  
Or submit cover letter with application/resume to:  
**Los Angeles LGBT Center, Human Resources Dept., 1118 McCadden Place, Los Angeles, CA 90038**

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

**The Center has implemented a mandatory COVID-19 vaccination policy as a condition of employment for all employees who work on the Center's premises, subject to applicable federal, state, and local laws. For more information, please contact [tyamato@lalgbtcenter.org](mailto:tyamato@lalgbtcenter.org)**