IMMIGRANT AND REFUGEE COMMUNITY ORGANIZATION (IRCO)
JOB OPENING ANNOUNCEMENT

POSITION: Bilingual Youth Advocate
WAGE: $17,000 - 18,000 depending on experience
LOCATION: Asian Family Center- 8040 NE Sandy Blvd., and typically within schools across Multnomah County
APPLY AT: www.irco.org
STATUS: Part-time with benefits
PROGRAM(S): API SUN Youth Advocacy
OPENING DATE: February 18, 2020
CLOSING DATE: Open until filled
REQUIREMENTS: Bilingual in English and an Asian language commonly spoken by program participants STRONGLY PREFERRED

GENERAL POSITION SUMMARY:
The Bilingual Youth Advocate will work with IRCO youth teams and other staff, SUN site coordinators, school staff and external partners to positively engage students at risk of academic failure and dropping out of school, and their families in culturally appropriate ways. Year-round services for students (who will be in the 5th-10th grades when entering the program) will include: school-linked academic advising, goal setting, school attendance monitoring, engagement in extended day programs, resource navigation to other IRCO programs and external providers, group skill building activities (cultural learning, leadership, service learning, field trips, recreation) and academic support activities (in class support, homework help, tutoring). The Youth Advocate will also support parents and family members to achieve a better level of communication with the schools by collaborating with both school and IRCO staff to organize quarterly parent engagement activities like school orientations, workshops, and parent/teacher meetings. Other key duties include data entry, report writing, maintaining case files, attending IRCO & funder-led trainings and meetings, and recruiting & working with volunteers. All program services will be culturally relevant and informed by the practices of Positive Youth Development, Restorative Justice, Growth Mindset, Trauma-Informed Care, Whole Family approaches, Motivational Interviewing & Assertive Engagement.

ESSENTIAL FUNCTIONS:
• Work closely with assigned schools to identify students appropriate for specific youth program and conduct necessary outreach to enroll these students and their families into the program
• Provide culturally specific, school-linked supports to students including program intake/assessment, academic advising, goal setting, developing individual plans of action, attendance monitoring and working with school on attendance intervention plans when needed
• Refer students and their families to other school, IRCO, and community resources when
• Maintain accurate and confidential records for all enrolled students, including intake/assessment information, service plans, hours of service, contact logs, referrals made, client assistance
• Conduct academic support activities, including homework help, tutoring, in class support as needed
• Enroll students in SUN academic support and enrichment programs at schools
• Conduct cultural enrichment and skill building activities such as cultural dance, native literacy, leadership, service learning, college exploration, team building when needed
• Assist with recruitment of volunteer and identification of community partners who may support program participants through mentoring, academic and pro-social development
• Collaborate with program staff and other IRCO staff to develop, operate or enroll students into summer programs like 9th Grade Counts, summer SUN and other summer activities
• Collaborate with staff from school, IRCO and community partners to organize experiential learning activities like field trips to support student development
• Work with school and IRCO staff to positively engage parents in school settings through culturally relevant, and positive ways
• Conduct family support activities such as home visits, and intensive phone outreach to update parents on their children’s educational progress
• Provide parent orientations and other educational activities to inform parents about U.S. school policies and standards, academic credit system, learning in the home, educational opportunities, and other relevant topics
• Collaborate with schools, IRCO staff and community partners to offer workshops and other activities to parents/families in school settings like family recreation nights, play & learn activities, culturally appropriate parent/teacher meetings
• Work with schools to provide training and information on Asian and Pacific Islander based cultures, especially as related to youth development, family engagement and educational systems & policies
• Provide school-linked translation and interpretation for enrolled students and families as needed
• Compile and maintain activity reports and data for contract reporting purposes
• Timely and accurate data entry of service activities into program database system(s) (ServicePoint and/or ETO)
• Maintain cooperative external relationships with collaborating agencies, volunteer agencies, community and general public as authorized
• Participate in staff meetings, trainings, committees, and volunteer activities to support IRCO’s and program’s goals

SECONDARY FUNCTIONS:
• Knowledge of program implementation practices, student behavior management, outreach methods and data management practices and requirements within the public-school
• Strong writing skills
• Skill in the use of a personal computer and Microsoft Office or comparable word processing and database software
• Skill in the use of standard office machines and database programs
• Ability to work with multi-cultural staff in a team setting
• Ability to establish and maintain positive relationships with partner agencies and school staff
• Ability to work under pressure to meet deadlines
• Ability to analyze situations, make appropriate decisions, and use initiative and judgment in completing tasks and responsibilities
• Ability to maintain a high level of confidentiality
• Ability to effectively communicate with individuals and groups verbally and in writing
• Ability to listen for understanding and communicate effectively across cultures
• Ability to courteously meet and deal effectively with other employees, agency representatives, funders, stakeholders, community members, and others
• Ability to provide culturally specific services and be apply a culturally responsive lens in all settings
• Ability to work outside of regular business hours as needed

JOB SPECIFIC QUALIFICATIONS:
• Bachelor's degree or equivalent in social services, counseling, education or related field
• Minimum two (2) years of community outreach and/or academic case management experience, preferably in a school or social service agency
• Minimum one (1) year experience running academic and/or skill building groups for students and managing classrooms
• Minimum two (2) years of experience working with Asian and/or Pacific Islander high-risk youth and their families
• Experience in parent engagement
• Knowledge and understanding of local Asian and/or Pacific Islander cultures
• Knowledge of emergency, social, and human services, as well as the information and referral system
• Proficient in Microsoft Office including Word, Excel, Access and Power Point
• Must be able to pass to a criminal background and finger printing check

KNOWLEDGE:
Education: Bachelor's Degree (4)
Experience: 1-2 years of experience is required (3)
Licensure, Certification: None
Additional Language Required: Asian or Pacific Islander language commonly spoken by program participants
Computers: All positions at IRCO require use of a computer and experience working with Microsoft Products including but not limited to Microsoft 365, Excel, Word, Outlook and PowerPoint. In addition, this position specifically requires:

**SKILLS:**

*Communication:*
Some interaction with those inside and outside the organization to exchange factual information (3)

*Creativity:*
Regular need for redesign of a single focus process or procedure is needed (3)

**EFFORT:**

*Mental:*
There is minimal variation in tasks. The job holder is free to determine in which order tasks are completed, however cannot choose to not complete a task (2)

*Physical:*
Position requires little physical effort such as lifting, carrying, or constant movement, but does allow for movement needed to complete work tasks (1)

**RESPONSIBILITY:**

*Impact and Influence:*
Minimal need or ability to analyze problem or concepts or make decisions on the information. Dollar amounts influenced would be considered small. Responsibility for the prudent use of assets does not extend beyond own work responsibilities. (2)

*Work Independence:*
Encouraged to suggest ways for handling these, but are not granted the latitude to take final action. (2)

*Planning:*
Positions at this level must be able to foresee issues associated with own work and identify future needs for supplies, equipment, resources which would stall operations or activities. (2)

*Supervision:*
Positions at this level are not responsible for any supervisory functions or responsibilities, but may occasionally be asked to orient and/or train new employees or volunteers. (1)

**WORKING CONDITIONS:**

*Environment:*
This level has a work environment that is well protected, with virtually no hazards or obstacles. There is very little element of personal risk or hazard. Job conditions are stable, usually well managed, and very comfortable. (1)

*Schedule:*
The work schedule is mostly stable and does not fluctuate without prior notice. (2)
**HOW TO APPLY:**
Applications are accessible on the IRCO website, [www.irco.org](http://www.irco.org) or IRCO’s main office, 10301 NE Glisan, Portland, OR 97220, 503-234-1541. Attach resume and cover letter to IRCO application form. This position requires the completion of an IRCO application. Materials submitted without a completed application are considered incomplete and will not be considered. Due to the high volume of applications received, we will not be able to contact each applicant or return calls regarding the status of your application.

**ABOUT IRCO:**
The Immigrant and Refugee Community Organization (IRCO) is a non-profit organization established in 1976 to serve immigrants, refugees, and the broader community in Portland, Oregon. Our mission is to promote the integration of refugees, immigrants, and the community at large into a self-sufficient, healthy, and inclusive multiethnic society. Find out more at [www.irco.org](http://www.irco.org).

**IRCO IS AN EQUAL OPPORTUNITY EMPLOYER**