



**Safe & Fear-Free Environment, Inc.**  
Post Office Box 94 - Dillingham, Alaska 99576  
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(Crisis Line) 1-800-478-2316  
[www.safebristolbay.org](http://www.safebristolbay.org)

WC: 8842

POSITION TITLE:

**My Space Advocate**

Regular Part time

PAY:

Range 3: \$14.24 to \$18.80/hour

Workers' Comp: 8842

**PURPOSE OF JOB:** Maintaining a safe environment, engaging youth, facilitating projects and activities and providing advocacy and support for participants at Myspace Youth Wellness Center.

**QUALIFICATIONS:** Candidates must demonstrate their ability to accomplish the Essential Job Results stated below.

**Job knowledge absolutely required before entering the job**

- Knowledge of prevention of domestic violence and sexual assault.
- Ability to read, interpret, abide by and document required policies and procedures for program operations
- Knowledge of the people, customs and family relationships in the Bristol Bay Region.
- Ability to work with people from various social/ethnic/cultural backgrounds.
- Ability to give and receive oral and written communications.
- Must possess or be willing to learn basic typing and computer skills.
- Must be a responsible individual of reputable character who is known to exercise sound judgment, maintain confidentiality, cope with stress and crisis situations in a calm manner and who models non-violent behavior and freedom from substance abuse.
- High school diploma or equivalent. Certification in 1<sup>st</sup> Aid/CPR or the ability to obtain after hire.

**Preferred:**

- Experience and/or training in working with youth who have mental or physical challenges, who are impacted by fetal alcohol exposure and/or experiencing substance abuse or addictions.
- Bi-lingual in Yupik and English.
- Academic degree and/or training in childhood development, teaching, counseling, social work or related field.

**ESSENTIAL JOB RESULTS:**

**Create and maintain a safe and fear-free environment by**

- Maintaining and monitoring Myspace facility and security systems, traffic flow and building occupancy.
- Promoting Myspace rules and guidelines through respectful communications, modeling positive parenting and by constructive confrontation with a focus on affirmation and problem solving.
- Employing strategies to prevent and address aggressive behavior and to de-escalate volatile situations.
- Performing routine repair, maintenance and custodial duties including but not limited to snow shoveling, yard work, preparing & processing subsistence and/or donated food items, and cleaning/janitorial services.
- Providing regular inventory, maintenance and inspection of Myspace supplies and equipment and assuring that facility property and supplies are used properly.
- Implementing safety and emergency response procedures including facilitating routine fire/evacuation drills, posting current emergency response information, and routine inspection of safety equipment.

**Assures effective operations of Myspace Youth Wellness Center by**

- Greeting, checking in and helping visitors use the center.
- Developing, organizing and facilitating scheduled activities in Myspace.
- Modeling behaviors and interactions that treat others with kindness, dignity and respect and promoting the expectation that others will do the same.
- Engaging youth in discussion and consideration of the things that impact their lives with a focus on youth decision making and problem solving.
- Providing peer counseling, personal support, information, and advocacy services.
- Maintaining all Myspace logs and participant files as necessary.
- Outreach and Fundraising activities that pertain to youth services and Myspace.

**Contributes to the team effort and maintains continuous quality improvement by** welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results; and being active in self-directed learning and professional growth. Attending all mandatory staff meetings and in service training. Providing and maintaining documentation of required training in appropriate field(s)

**Protects program integrity and confidentiality by** adhering to all confidentiality requirements including but not limited to S.A.F.E.'s internal policies, requirements of local, state and federal law and requirements of common sense necessary to protect the safety, dignity and privacy of persons seeking or receiving services.

**WORKING CONDITIONS:** Fast paced environment with moderate to loud noise. Frequent, unscheduled interruptions. Periodic exposure to situations where individuals may be a danger to themselves or others. Occasional exposure to hazardous conditions (cigarette smoke, bodily fluids, spills, chemicals and cleaning agents, broken glass, etc.) Exposure to communicable diseases.

**MACHINES AND EQUIPMENT USED:** Standard office equipment (FAX machine, computers, copier, telephone, etc.), outside grounds & yard equipment, basic carpentry tools and household cleaning equipment (vacuum cleaners, etc.)

**PHYSICAL REQUIREMENTS:** Ability to walk, sit, hear, speak, climb stairs, stoop, reach, use hands, lift up to 50 lbs and carry it up and down the stairs, see and use close vision

**RELATIONSHIP WITH OTHER PEOPLE:** Cooperates and interacts with all SAFE staff or volunteers, service agencies, and other community members with dignity and tact. Will not engage in intimate relationships with a person seeking or receiving services from SAFE.

**SUPERVISED BY:** MySpace Manager or Outreach Coordinator.

**POSITIONS SUPERVISED:** None

**BACKGROUND CHECK:** Position may require applicant to be fingerprinted and complete a national FBI/State of Alaska criminal background check.

SAFE is an Equal Opportunity Employer. Alaska Natives, persons who are multi or bi-lingual and survivors of Domestic violence, child abuse, or sexual assaults are encouraged to apply.
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**ALL EMPLOYMENT WITH S.A.F.E. IS AT WILL. S.A.F.E. RESERVES THE RIGHT TO REVISE OR CHANGE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT**

Created: 5/11 Revised: 8/16