

**JOB ORDER: #7-0757**

[ x ] PART-time [x] FULL-time

**IMPORTANT NOTICE:** SUNY ORANGE Career Services Office DOES NOT screen Jobs and/or Employers. Any arrangements that you (the student) make are solely the responsibility between you and the employer.

|   |   |                                      |  |                                   |  |  |
|---|---|--------------------------------------|--|-----------------------------------|--|--|
| <b>JOB TITLE</b>  | Youth Advocate Mentor   |                                      |  |                                   |  |  |
| <b>Opening Date</b>   | 11/30/07  |                                      |  |                                   |  |  |
| <b>Duration</b>   | Permanent   |                                      |  |                                   |  |  |
| <b>Firm name</b>  | Orange County Youth Advocate Program  |                                      |  |                                   |  |  |
| <b>Mailing address</b>  | 280 Broadway, 3 <sup>rd</sup> Floor, Newburgh, NY                             |                                      |  |                                   |  |  |
| <b>Type of Company</b>  | Non-Profit - Human Services   |                                      |  |                                   |  |  |
| <b>Telephone #</b>  | (845) 565-5035  |                                      |  |                                   |  |  |
| <b>Fax #</b>  | (845) 565-5338  |                                      |  |                                   |  |  |
| <b>Contact</b>  | Rhonda Green, Director or Tracy Holland, Assistant Director                   |                                      |  |                                   |  |  |
| <b>E-Mail</b>   |   |                                      |  |                                   |  |  |
| <b>Job location (town/city)</b>   | Newburgh, NY  |                                      |  |                                   |  |  |
| <b>Hours of work (includes Days &amp; Times)</b>  | Sunday through Saturday, Flexible hours beginning at 8:00 a.m. until ?        |                                      |  |                                   |  |  |
| <b>Education required</b>   | High school diploma or higher   |                                      |  |                                   |  |  |
| <b>Major required</b>   | None specified  |                                      |  |                                   |  |  |
| <b># of openings</b>  | 30  |                                      |  |                                   |  |  |
| <b>Salary</b>   | \$10.50/hour plus health insurance benefits                                   |                                      |  |                                   |  |  |
| <b>HIRING REQUIREMENTS:</b>   |   |                                      |  |                                   |  |  |
| Drivers License<br>[ x ] [ ]<br>Yes No  | Employment Test<br>[ ] [ x ]<br>Yes No  | Physical Exam<br>[ ] [ x ]<br>Yes No | Needs Own Tools<br>[ ] [ x ]<br>Yes No | References<br>[ x ] [ ]<br>Yes No | Computer Skills<br>[ x ] [ ]<br>Yes No | Other:<br>NYS background check, record clearance |
| <b>JOB SUMMARY:</b><br>Develop a supportive relationship with the youth and their family where appropriate. Involve the natural family in the development & implementation of meaningful activities. Always ensure that the Family knows the whereabouts of their children while participating in the program activities. |   |                                      |  |                                   |  |  |
| <b>Resume required</b>  | YES [ ] NO [ x ]  |                                      |  |                                   |  |  |
| <b>Category</b>   | Human Services  |                                      |  |                                   |  |  |
| <b>To apply</b>   | CALL [x] APPLY IN PERSON (to fill out an application [ x ] FAX [ ] E-Mail [ ] |                                      |  |                                   |  |  |