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| Job Title: | **Youth Action Board Chair**  |
| Department: | **Homeless Prevention**  |
| Reports to: | **Clinical Manager of Homeless Programs**  |
| Grade: | **DSP**  |
| Supervises: | **N/A**  |
| FLSA Status: | **Non-exempt**  |
| Prepared by: | **Ashley Halladay-Schmandt**  |
| Date: | **September 12, 2019** |
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| **Purpose:** The Youth Action Board Chair will cultivate youth voice and infuse that voice into policy and program planning throughout the Northwest Michigan Coalition to End Youth Homelessness.  |
| **Essential functions:*****Focus Area 1:*** * Develop a set of priorities that the Youth Action Board would like to accomplish in the next year related to improving the homeless response system for youth and young adults.
* Identify specific community connections or other system leverage points that would be beneficial to involved in the system change process in order to create lasting change for youth and young adults in the community who are experiencing homelessness.
* Recruit and support a Youth Action Board consisting of youth and young adults who have lived experience within the Northwest Michigan Coalition to End Youth Homelessness homeless response system.
* Communicate the work of the Youth Action Board to the adult leaders within the YHDP Leadership Group.

***Focus Area 2:*** * Lead community conversations and focus groups with youth and young adults and providers to discuss improvements to the homeless response system for youth. Specifically targeted to:
* Coordinated Entry Call Center
* Street Outreach for Youth and Young Adults
* Goodwill Inn
* Pete’s Place
* Diversion Program for Youth and Young Adults
* Host Homes Program
* Third Level Transitional Living Program
* Rapid Rehousing for Single Youth and Young Adults
* Rapid Rehousing for Pregnant & Parenting Youth and Young Adults
* Create a collection of the data provided by the focus groups to share with the program leads for the programs listed above.
* Provide ongoing feedback to the young people involved in the focus groups as to how their feedback was used in creating greater systems change.
* Lead listening sessions between youth and young adults and adult leaders related to the experience of homelessness in our communities.

***Other Duties:*** * Participate in the Northwest Michigan Coalition to End Homelessness (CoC) ongoing evaluation process and development of system improvements of youth programs.
* Attend leadership meetings as assigned by YAB Coordinator.
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| **Measured by:*** The accuracy and timeliness of completed work.
* The quality of services provided.
* Feedback from agency leadership, staff, community partners, other youth and families.
* Flexibility to adjust to situations and react as necessary.
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| **Minimum Experience:*** Age 18-24 years old.
* Must have lived experience of homelessness.
* Experience working in a collaborative setting.
* Personal qualities of integrity, credibility, creating, and a commitment to and passion for the mission of ending youth homelessness.
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