

## **LAURA'S HOUSE JOB DESCRIPTION**

**JOB TITLE:** Children's Advocate  
**REPORTS TO:** Program Director  
**STATUS:** Non-Exempt; 4 to 8 pm, Mondays to Thursdays  
**LOCATION:** Ladera Ranch

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**JOB SUMMARY:** The Children's Advocate supervises children while their parents are participating in counseling sessions.

### **JOB DUTIES:**

- Provide childcare to children during their parents' counseling sessions.
- Maintain a safe, clean, and healthy play area for children.
- Assist with conflict resolution between children.
- Ensure children are fed and wearing clean diapers when parents drop off their children.
- Retrieve parents from sessions if their children need to be diapered.
- Supervise volunteers as needed.
- Document and notify the Program Director regarding any concerns/issues with the children.
- Fulfill all Mandated Reporter duties, notifying therapeutic staff and Program Director if a Child Abuse Report is made.
- Other duties as assigned.

### **ADDITIONAL RESPONSIBILITIES:**

- Preserve the confidentiality of client, staff, and agency information. Exceptions include information pertaining to child abuse, elder abuse, danger to self or others or in response to an authorized release of information.
- Maintain appropriate boundaries with clients and other staff.
- Represent the agency in a positive, professional manner at all times.
- Participate in agency functions as a participant or presenter as needed.
- Perform administrative tasks such as scanning, filing and other office related duties.

### **EDUCATION AND EXPERIENCE:**

- Associate's degree in Child Development or equivalent experience preferred.
- Bilingual preferred, but not required.
- CPR and First Aid Certified

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Good oral and written communication skills.
- Ability to prioritize and multi-task.
- Crisis intervention skills.
- 40-Hour Domestic Violence Training as required by law.
- Computer proficient with email, Word, Excel and time keeping software.

**JOB QUALIFICATIONS:**

- Valid California driver's license, reliable transportation, and appropriate insurance.
- Completion of Live Scan
- Employee is occasionally required to stand, walk, sit, use hands to handle or feel, climb or balance, stoop, kneel, crouch or crawl, talk or hear, and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**APPLY: email your resume/cover to [resumes@laurashouse.org](mailto:resumes@laurashouse.org)**

**This description reflects the principal functions of the job for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements of the job nor shall be construed as giving exclusive responsibility for every function described.**