

JOB DESCRIPTION

JOB TITLE: Children's Advocate
REPORTS TO: Children's Program Coordinator
STATUS: Monday – Thursday 10am – 4pm
LOCATION: Emergency Shelter

JOB SUMMARY: Children's Advocate, supports and facilitates the Children's Program.

JOB DUTIES:

- Collaborate with the treatment team to address children's needs during their residence at the Emergency Shelter.
- Maintain a safe, clean, and healthy play area for children.
- Provide childcare to children during regularly scheduled group sessions.
- Assist the Children's Program Coordinator in provision of Kids Club and Teen Club.
- Facilitate weekly Family Fun Nights.
- Maintain / coordinate Family Fun Night projects / game inventory and needs.
- Assist with conflict resolution between children during playtime.
- Provide transportation as needed.
- Supervise Children's Program volunteers as needed.
- Document and notify the Children's Program Coordinator regarding any concerns/issues with the children.
- Fulfill all Mandated Reporter duties, notifying case management staff and Children's Program Coordinator if a Child Abuse Report is made.
- Entry of childcare attendance in tracking system.
- Entry of childcare, Therapeutic Preschool, Kids Club and Family Fun Night attendance in client case management files, as service provider.
- Coordinate and assist with school registrations.
- Hotline coverage as needed.
- Assist House Coordinator as needed.
- Other duties as assigned.

ADDITIONAL RESPONSIBILITIES:

- Preserve the confidentiality of client, staff, and agency information.
- Maintain appropriate boundaries with clients and other staff.
- Participate in agency functions as a participant or presenter as needed.
- Participate in weekly case review meetings, schedule permitting.

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.

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 feel and handle, 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.

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.