

Center Against Sexual & Family Violence Job Description

Title: Advocate - Child
Supervisor: Children Program Coordinator
Status: Non-Exempt

Scope of Duties:

Responsible for developing, planning, and implementing age appropriate services to include programs, activities, and a counseling plan for children of the shelter and family resource center. Responsible for coordinating recreational and social activities for children of the shelter and family resource center in conjunction with the Child Development Specialists.

This is a non-exempt position which requires the approval of the Children Program Coordinator for work in excess of 40 hours in a work week.

Perform other duties as assigned. Evening and weekend work may be required.

Essential Job Functions:

1. Conduct a comprehensive written assessment, service plan, and safety plan with resident children and their parents at the shelter within 72 hours of their entrance into the Shelter or during intake at the Family Resource Center.
2. Advocate for children and their parents within the various community systems (e.g. medical, social, educational, criminal justice, etc.)
3. Serve a liaison for children between schools and community agencies when necessary.
4. Supportive role in children's education by meeting with teachers, parenting, monitoring school attendance and grades, and identifying corrective actions as needed.
5. Learn and follow Center's HHSC and TDPRS guidelines and policies in reference to the children's program and government protocols for handling mandatory reporting of child abuse/neglect cases.
6. Conduct age appropriate support groups and safety planning for school age children.
7. Co-supervise the Child Development Specialist in the Fun Zone at the Family Resource Center and Escuelita at shelter.
8. Assist with transportation of children and their parents as needed.
9. Support and follow up with children and their parents regularly.
10. Attend and participate in, staff meetings, case staffing meetings, and any other meetings required to maintain and improve client services.
11. Ensure that a comprehensive written assessment is included in each child's file.
12. In a timely manner comply with and compile statistics as required by the Osnum data system and other data bases required for funding sources.
13. Assist in the coordination, planning, and implementation of activities for children to include field trips, special events, educational activities, arts and crafts, camps, and cultural enrichment activities with Child Development Specialists.
14. Assist Child Development Specialists as needed.
15. Supervise volunteers and/or interns which may be assigned to advocacy program.
16. Complete trainings and continuing education requirements in areas of domestic violence, sexual assault, and related fields. Submit documentation reflecting all trainings attended to administration for personnel file.

17. Provide hospital accompaniment to support sexual assault survivors during sexual assault examinations, on call basis of 4 six hour shifts per month and during emergencies/peak times more, as needed. Two of the shifts are during the evening or weekend
18. Assist with child Support Docket.
19. Facilitates presentations to the community and new volunteer trainings.

Other Duties:

1. Increase the Center's visibility in the community by attending assigned meetings and participating on behalf of the agency.
2. Make community presentations on an on-call basis.
3. Represent the agency in a positive manner at all times.
4. Respect clients at all times.
5. Other duties as required.

Minimum Qualifications:

Bachelor's Degree in social services related field. However, a combination of education and experience that can support the successful performance of the job will also be considered. Computer proficiency in Microsoft applications. Demonstrated ability in developing protocols and related documentation. Must have own transportation, valid Texas driver's license, and current insurance.

Knowledge, Abilities, and Skills:

- Knowledge of child development, parenting skills, and dynamics of family relationships.
- Knowledge of local children's services.
- Working knowledge of Texas law pertaining to family violence, as well as the justice system response to domestic violence.
- Highly developed interpersonal skills.
- Highly developed written and verbal communication skills.
- Deliver presentations before public groups.
- Knowledge of working with volunteers, developing and organizing systems and people.
- Ability to develop positive relationships with individuals in the community.
- Proficiency in basic computer applications.
- Excellent follow-through and proven skills.
- Should be creative, articulate, and diplomatic.
- Ability to work independently as well as part of a team.
- Strong self-starter who feels comfortable taking the initiative in problem solving in order to meet the needs of clients
- Willingness to work flexible and irregular hours during peak periods.

Special Qualifications:

Ability to speak and write in Spanish is required.

This job description should not be construed to imply that these requirements are the only duties, responsibilities, and qualifications for this job. Incumbent may be required to follow any additional related instructions, acquire related job skills, and perform other related work. It is understood that during peak/critical times, staff may be asked to perform other duties not specifically outlined in their job description.

I have read and understood the Child Advocate job description and am able to perform all functions described.

Signature_____

Date_____