



## **JOB DESCRIPTION**

**Position Title:** Children Advocate

**Position Type:** 30-hours a week, Non-Exempt

**Reports To:** Shelter Director

**Salary:** \$18 plus \$.50 incentive for bilingual pay plus benefits

**Job Description:** Under the supervision of the Shelter Director, the Child Advocate is responsible for the Children's Program, including intake, services, activities and more for children residing at the confidential safehouse. The position is funded by the Child Abuse Treatment (CHAT) grant administered by CalOES.

### **Job Responsibilities:**

- Meet, at a minimum, once a week with a child and/or their parent, depending on the age of the child, to assess needs, provide resources, and advocate on behalf of the child.
- Provide all child clients with advocacy and case management services. Activities may include but are not limited to, the following: liaison with law enforcement agencies, Victim Services office, public schools, other social service agencies, government agencies, the court system, etc.
- Coordinating services for clients (i.e. transportation, back-to-school efforts, summer camp, etc.)
- Supervise CHAT volunteers at the safehouse
- Plan weekly, age appropriate, activities for children facilitated by CHAT volunteers.
- Conduct and oversee appropriate activities for CHAT clients
- Respond to any emergencies that may arise, including but not limited to peer counseling and crisis intervention
- Acquisition of documentation required by the CHAT grant
- Keep the appropriate records documenting client services and data entry into Osnum database and assist Grants Manager with quarterly reporting requirement including narrative writing
- Responsible for attending collaborative community meetings for CHAT clients receiving services from multiple sources in the community
- Participate in intra-agency meetings in which child clients are discussed

### **Other Responsibilities:**

- Attend the monthly all-staff meeting and other team meetings as assigned
- Attend other meetings requested by the Associate Director or Shelter Director
- Provide support to adult clients on weekends when advocates are not available.
- Provide crisis intervention and peer counseling on the crisis line.

### **Knowledge, Skills, & Abilities:**

1. Ability to work well with others
2. Good listening skills; empathetic
3. Ability to work well on one's own
4. Extensive knowledge of domestic violence, sexual assault, child abuse, and human trafficking
5. Basic knowledge of computer programs (word, excel, publisher, outlook, etc.)
6. Strong writing skills including client case illustration and documentation

#### **Education, Experience, & Requirements:**

- Peer Counselor Certification – or within 6 months of hire
- Bilingual Spanish-speaking a plus
- B.A. or some college experience a plus

**This position requires you to directly supervise children without the presence of a legal guardian, or is a professionally licensed role that is listed in California's Child Abuse and Neglect Reporting Act (CANRA). As a result, you are a mandated reporter of suspected child abuse under CANRA and must become familiar with your obligations and how to carry them out in compliance with other federal and state funding obligations. You must advise any client before speaking with them that you are a mandated reporter, and what that entails. In the event that you determine a report of suspected abuse must be made, you must take all reasonable steps to advise your client before making the report. You should also discuss with your client the option of making the report themselves, as opposed to your making the report about them or their children. You must notify your supervisor anytime you make a mandated report.**

#### **AGENCY DESCRIPTION**

##### **Mission Statement:**

*Empower Yolo's mission is to promote safe, healthy, and resilient communities.*

##### **Empower Yolo's purpose is to provide:**

- (a) Twenty-four hour crisis intervention, emergency shelter, confidential counseling, training, legal assistance, and other services for individuals and families affected by domestic violence, sexual assault, stalking, human trafficking, and child abuse;
- (b) Resource centers for community services to improve the health, social, educational and economic outcomes of Yolo County residents; and
- (c) Community outreach and educational programs about available resources to promote health, stability, and self-sufficiency for individuals and families.

All services are to be provided in a manner that appreciates, enhances, and utilizes the strengths of Empower Yolo's clients and honors their cultural practices and traditions.

##### **Application Process**

Please submit a cover letter, current resume and three references to: [sandra@empoweryolo.org](mailto:sandra@empoweryolo.org)

##### **Application deadline: Open until filled**

*EMPOWER YOLO is an equal opportunity employer and does not discriminate in regard to race, age, cultural or religious background, disability, gender, gender identity/expression, or sexual orientation. All qualified candidates of all backgrounds are encouraged to apply.*