

RURAL HUMAN SERVICES JOB DESCRIPTION

Revision Date 06/11/2018

JOB TITLE: HH Child Advocate		DEPARTMENT: Harrington House
LOCATION: Harrington House	☒ part-time: ☐ full-time	DATE APPROVED:
REPORTS TO: Title: HH Program Director		
SHIFT: Days and Times may vary		
GENERAL DESCRIPTION ("WHAT THE JOB IS CREATED TO DO") The Child Advocate is responsible for improving the services and resources available for the children of domestic violence victims. They identify the need for therapy, arranging counseling sessions, transporting children to sessions and activities, working in "one on one" sessions and facilitating children's groups. They develop the program to enhance children's recreational activities and coordinating their services through community collaboration. Conduct outreach, prevention and education to children and teens.		
ESSENTIAL DUTIES (What do you have to be able to do to achieve the desired results of your job?) Consider how will the performance of the job be measured in listing the duties? 1. Responsible for maintaining current and accurate information regarding domestic violence, the legal rights of victims, and responsibilities for the shelter program clients and staff. 2. Work closely with the Program Director to plan and implement children's program. 3. Facilitate weekly children's groups and activities. 4. Use effective and open communication skills in one-on-one sessions or groups, build safety plans, communication skills, develop adult trust and healthy, non-violent life skills. 5. Maintain documentation and reports as needed including client contacts and service delivery for program monitoring. 6. Work closely with Child Therapists to arrange therapy sessions with the child and the parents. 7. Work closely with advocates regarding client's parenting issues and needs to ensure efficient and effective delivery of information and support to each client. 8. Identify and prioritize objectives and coordinate activities for successful completion of assigned duties. 9. Communicate openly and effectively with supervisory and program staff to ensure accuracy and clarity of client information. 10. Transport clients and their children using agency vehicle as needed. 11. Conduct outreach and prevention education with children and teens. 12. Attend additional trainings and monthly in-service meetings as required. 13. Maintain confidentiality of client information. 14. Participated in other tasks essential to residential and business center program maintenance and development, as assigned. 15. Other duties as assigned		
QUALIFICATIONS 1. 40-hour Domestic Violence Training, completion certificate or ability to complete this training. 2. High School Diploma or G.E.D. An Associate Degree with an emphasis on child development with equivalent training and/or documentable experience commensurate with the position is a plus but not required. 3. Excellent organizational and time management skills. Ability to use time efficiently to meet agency reporting requirements and deadlines. 4. Knowledge of English grammar, usage and spelling and perform excellent writing, grammar, spelling, and punctuation skill. 5. Able to pass a background check, drug screening test, Serv Safe Certified and CPR/First Aid Certified. 6. Possession of a valid California driver's license and provide a DMV driving record. 7. Knowledge and strong experience with computer programs; Microsoft Outlook, Excel, Word & PowerPoint. 8. Ability and willingness to participate in additional training for skill improvement. 9. Ability to use time efficiently to meet agency needs. 10. Ability and willingness to communicate and work effectively with supervision and staff as a team member, as well as independently. 11. Ability to respond reliably, professionally and consistently under pressure. 12. Commitment to provide options which empower victims of domestic violence. 13. Ability to establish and maintain communication, client confidentiality and cooperative relationships with clients and staff. 14. Ability to follow written and verbal directions and comprehend simple instructions. 15. Ability to identify and prioritize objectives and coordinate activities. 16. Ability to frequently walk, stand, reach with hands and arms, climb or balance, stoop, kneel and occasionally lift and/or move up to 25 lbs.		

Signature: _____

Date: _____