



Job Description
Family Advocate

Reports To	FLSA Status
Director of Shelter and Housing	Non-Exempt

Position Summary

The Family Advocate provides some services directly to the children in Laurel House’s programs (Transitional Housing, Shelter, Community), as well as coordinating other services provided to and for the children. These services include support to, and advocacy for, children who have witnessed or experienced domestic violence, as well as guidance and support for the non-offending parent/caregiver(s) as it relates to their children.

This position provides supervisory support to the Children’s Program Volunteers, as needed.

The Family Advocate represents Laurel House in the community as requested, and/or as agreed upon, by the Executive Director and/or Transitional Housing Coordinator.

Essential Duties and Responsibilities:

1. Provide supportive services and advocacy to/for children in Laurel House programs who have witnessed and/or experienced domestic abuse
2. Plan and implement regularly scheduled individual and group activities which promote non-violent conflict resolution, healthy life-skills, decision making skills, positive self-esteem, social skills, etc.
3. Develop age-appropriate goal and safety plans for each child (when appropriate, facilitate child defining their own goals and safety plans)
4. Collaborate with Transitional Housing Coordinator to ensure each family is safe and meeting program requirements
5. Meet regularly with custodial parents/caregivers of children to address progress and concerns regarding their children
6. Serve as a role-model for positive, non-violent interactions with the children
7. Assist parents in enhancing their strengths and parenting skills
8. Collaborate and advocate as needed with other service providers of children being served, and/or assist custodial parents/caregivers in their advocacy efforts on behalf of their children
9. Collaborate and advocate regularly with Laurel House staff on behalf of children being served
10. Maintain accurate service logs and data base entries
11. Maintain relationships with agencies in the community whose work corresponds with that of Laurel House’s Children’s Program and with whom we partner on children related projects; for example, Norristown area and North Wales area school districts personnel; Office of Children & Youth; Communities That Care, Intermediate Unit; Day Care and After School Care facilities, CCIS etc.
12. Provide or coordinate educational sessions for the community pertaining to the impact of domestic violence on children
13. Other responsibilities as assigned

Qualifications

- Knowledge of children’s developmental stages and ability to recognize areas of concern
- Ability to defuse, deescalate, and respond appropriately in a crisis
- Ability to work with individuals of diverse cultural background and beliefs and marginalized populations
- Proficient in Microsoft Office Suite
- Ability to function independently and in a team environment
- Bachelor’s degree in related field, or equivalent experience
- Highly motivated with a passion for the mission of Laurel House
- Valid Driver’s License and auto insurance
- Ability to travel throughout Montgomery County and surrounding counties as required

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.
