



Position Description

Position:	Children's Advocate	Status:	Full-time/Hourly
Reports to:	Melinda Himes	FLSA/EEO Class:	Non-exempt/2
Location:	Safe Haven Center	Supervisory Responsibility:	None

Position Summary

The Children's 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.

Essential Duties and Responsibilities

- ❖ Provide supportive services and advocacy to/for children in Laurel House programs who have witnessed and/or experienced domestic abuse
- ❖ 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.
- ❖ Develop age-appropriate goal and safety plans for each child (when appropriate, facilitate child defining their own goals and safety plans)
- ❖ Collaborate with Transitional Housing Coordinator to ensure each family is safe and meeting program requirements
- ❖ Meet regularly with custodial parents/caregivers of children to address progress and concerns regarding their children
- ❖ Serve as a role-model for positive, non-violent interactions with the children
- ❖ Assist parents in enhancing their strengths and parenting skills
- ❖ 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
- ❖ Collaborate and advocate regularly with Laurel House staff on behalf of children being served
- ❖ Maintain accurate service logs and data base entries
- ❖ 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.
- ❖ Provide or coordinate educational sessions for the community pertaining to the impact of domestic violence on children
- ❖ Other VOCA funded duties as assigned

Qualifications

- Must have demonstrated ability to serve in a leadership/supervisory role
- Proven track record of working with at-risk children and their parents
- 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

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

Print Name

Date

Signature

Manager Signature

Laurel House
Job Analysis/ Physical Activities Checklist
Children's Advocate

Physical Activities <i>Check all that apply</i>	Frequency <i>(N)Never, (F)Frequently, (O)Occasionally or {R} Rarely; (C)Constantly</i>
Ascending or descending ladders, stairs, ramps and the like.	O
Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.	O
Remaining in a stationary position, often standing or sitting for prolonged periods.	O
Moving about to accomplish tasks or moving from one worksite to another.	F
Communicating with others to exchange information.	C
Repeating motions that may include the wrists, hands and/or fingers.	O
Operating machinery and/or power tools.	N
Operating motor vehicles or heavy equipment.	N
Assessing the accuracy, neatness and thoroughness of the work assigned.	C

Environmental Conditions <i>Check all that apply</i>	Frequency <i>(N)Never, (F)Frequently, (O)Occasionally or {R} Rarely; (C)Constantly</i>
Low temperatures.	
High temperatures.	
Outdoor elements such as precipitation and wind.	
Noisy environments.	
Hazardous conditions.	
Poor ventilation.	
Small and/or enclosed spaces.	
No adverse environmental conditions expected.	X

Physical Demands <i>Check only one</i>	Check One
Sedentary work that primarily involves sitting/standing.	
Light work that includes moving objects up to 20 pounds.	X
Medium work that includes moving objects up to 40 pounds.	
Heavy work that includes moving objects up to 50 pounds or more.	