

A WOMAN'S PLACE (AWP) Position Description

Title: Children's Advocate

Department: Counseling Program

Employment Status: Full Time

Status: Exempt

Purpose of the Position: The Children's Advocate provides emotional support, and advocacy to children impacted by domestic violence and their non-abusive parent/caregivers. The full-time position consists of 35 hours a week and requires evening and weekend availability.

Reporting Relationships: Reports to the Children's Advocacy Coordinator.

Other Relationships: Collaborate with Children and Youth and other social service organization/government agencies that provide resources to children in the Children's Program. Support and collaborate with volunteers and interns, shelter staff, and community work groups. Communicate with county schools to complete school registration.

Essential Functions/Responsibilities:

1. Ensure that the services of the Children's Advocacy Program support the Vision, Mission, and Values of A Woman's Place.
2. Provide trauma-informed psychoeducation, case management, and individual/group emotional support for children impacted by domestic violence and their non-abusive parent/caregivers. Ability to provide in-person services as well as services via telehealth (phone or video-call) required. Families in the Lower Bucks region of the county will be supported predominantly with some on-site support provided to families in Upper and Central Bucks.
3. Plan and implement structured program and activities for children/youth under 18 yrs.
4. Provide on-going psychoeducation and support for non-abusive parent/caregiver on parenting issues and non-violent discipline through individual counseling as requested or identified as a need.
5. Provide on-going support with non-abusive parent/caregiver in identifying each child's needs and developing a plan to address those needs.
6. Design, adapt, and/or manage program curriculum and materials while maintaining ongoing education and training in trauma-informed approaches.
7. Compile statistical data for monthly, quarterly and year end reports.
8. Ensure that Community Children's Support Groups are staffed on a consistent basis.
9. Co-facilitate Parent Support Groups both in-person for resident parents, and virtually for community-based clients.
10. Design and facilitate parenting education workshops for resident and community clients.
11. Manage and coordinate family-based activities throughout the year and assist with connecting clients to family-based community resources.
12. Manage all donations specific to children's needs such as toys, coats, school supplies, etc. and assist in providing families with these items as needed.
13. Ensure timeliness and accuracy of data in all data collection activities, as well as maintain an updated calendar.
14. Provide leadership in emergency situations in accordance with AWP policies and accepted medical/safety standards.
15. Attend regularly scheduled staff meetings and site/program meetings.

16. Manage and schedule all referrals living in Lower Bucks County.
17. Oversee and stock Lower Bucks Pantry.
18. Meet with Children's Advocacy Coordinator for weekly supervision and case discussion.
19. Adhere to all policies of A Woman's Place.

Criteria/Requirements

1. Commitment to AWP's Vision, Mission, and Values.
2. Self-motivated, self-disciplined, and strive for excellence.
3. Ability to understand and work with diverse populations in a culturally competent manner, ability to support LGBTQ+ youth when appropriate.
4. Honest, non-judgmental, and trustworthy in all relationships.
5. Ability to work well in a team setting and individually.
6. Adapts readily to changing work environments, work priorities and organizational needs.
7. Completion of the agency 45-hour Direct Service Training.

Education:

Bachelor's degree in a related field preferred and/or
2 years of related work experience preferably in trauma-informed service or in a social service setting serving children/adolescents.

Characteristics:

1. Ability to motivate others
2. Cooperative and open minded
3. Highly knowledgeable about the impact of trauma on children and recognize the symptoms
4. Self-motivated and able to work independently
5. Creative, innovative, and willing to take initiative
6. Maintain high work standards at all time
7. Reliable, personally responsible and trustworthy
8. Extremely organized
9. Program Development skills
10. Strong time management skills
11. Bi-lingual preferred but not required.

JOB DIMENSIONS:

Financial Responsibility:

1. Prior approval from the Children's Advocacy Coordinator for any programmatic expenses
2. Accurate and timely reporting of any expense reports.

Responsibility and Decision Making:

1. Assess children's needs, scheduling, and plans for children and make informed decisions.
2. Demonstrate initiative.
3. Identify and propose potential responses to challenges as they arise.
4. Responsible for reporting child abuse to Children's Program Coordinator and/or Executive Director.

Data Reporting:

- 1. Maintain and manage accurate children’s advocacy data.
- 2. Regular report measurements.

License/Certifications:

- 1. Criminal Background, Child Abuse, and FBI Clearances.
- 2. Valid Pennsylvania driver’s license.
- 3. Valid vehicle registration and insurance.

Physical Demands/Environmental Conditions:

- 1. Operation of office equipment.
- 2. Occasional travel.
- 3. Willingness and ability to work varied hours if necessary, some evening and weekend hours required.
- 4. Exposure to cleaning supplies, office chemicals and insecticides.

VISION STATEMENT

A Woman’s Place envisions a society where all individuals are safe in their relationships and can flourish.

MISSION STATEMENT

A Woman’s Place is a community-based social change organization committed to the empowerment of women and to ending intimate and domestic violence for all.

VALUES STATEMENT

To accomplish our vision of a society where all individuals are safe and can flourish, the programs, services, and decision making at all levels of A Woman’s Place are rooted in and guided by the following values:

Courage: A Woman’s Place acts bravely and boldly, notwithstanding fear.

Creativity: A Woman’s Place encourages the creation of meaningful new ideas, interpretations, and rules.

Equality: A Woman’s Place believes each and every one of us must collaborate to create a new society based in equal power and rights.

Integrity: A Woman’s Place is of sound moral character and adheres to ethical principles.

Respect: A Woman’s Place is considerate and honors the worth and dignity of all beings and resources.

Social Justice: A Woman’s Place analyzes structural social inequalities in order to promote justice.

This is not an employment contract. A Woman’s Place has the right to change duties and responsibilities as needed.

Employee Signature

_____/_____/_____
Date

Executive Director Signature

_____/_____/_____
Date