

A WOMAN'S PLACE (AWP)

Position Description

Title: Youth Advocate

Department: Counseling Program

Employment Status: Part-Time

Status: Non-Exempt

Purpose of the Position: The Youth Advocate provides emotional support and advocacy to children and teens impacted by domestic violence and their non-abusive parent/caregivers. The part-time position consists of 21 hours a week primarily on nights and weekends.

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 and teens impacted by domestic violence and their non-abusive parent/caregivers.
3. Ability to provide in-person services as well as services via telehealth (phone or video-call) required to families within Bucks County.
4. Plan and implement structured programs and activities for children/youth ages 3 - 18 yrs.
5. Provide emotional support and crisis intervention to children and teens at the courthouse when they are in attendance with their non-abusive parent/caregiver.
6. Establish community relationships by providing support to the Community Educator with presentations to teen and adolescents on dating violence and healthy relationships.
7. Provide on-going psychoeducation and support for non-abusive parent(s)/caregiver(s) on parenting issues, non-violent discipline, and identifying each child's needs.
8. Design, adapt, and/or manage program curriculum and materials while maintaining ongoing education and training in trauma-informed approaches.
9. Co-facilitate Parent Support Groups.
10. Design and facilitate parenting education workshops for residential and community clients.
11. Manage and coordinate family-based activities throughout the year and assist with connecting clients to family-based community resources.
12. Support Children's Coordinator with the management of 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. Attend regularly scheduled staff meetings and site/program meetings.
15. Manage and schedule all referrals.

16. Meet with Children's Advocacy Coordinator for weekly supervision and case discussion.
17. Adhere to all policies of A Woman's Place.

Education/Experience:

- 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.
- Bi-lingual preferred, but not required

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 thrive.

Mission Statement:

AWP is committed to ending domestic and intimate partner violence by empowering survivors, fostering community awareness, and promoting systemic change.

Values:

To accomplish our vision of a society where all individuals are safe, and can thrive, 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 creating 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.

Statement of Inclusion

A Woman's Place recognizes that anyone can experience domestic violence regardless of race, ethnicity, socioeconomics, gender, sexual orientation, ability, age, language, or culture.

Services, programs, and resources provided by A Woman's Place are available to people of any background and identity.

A Woman's Place recognizes that domestic violence occurs in a societal and systemic context. As a community-based social change organization, A Woman's Place is committed to:

- Fostering societal change as a primary means of ending domestic violence
- Providing trauma-informed, survivor-centered advocacy
- Rejecting attitudes, social norms, and policies that reinforce oppression, powerlessness, and victimization