

HOPE Coalition

Children's Advocate Position Description

RESPONSIBLE FOR:

Implementing services, as well as providing advocacy for children being served by Kids Count - Abused Children's Program.

RESPONSIBLE TO:

Director of Services

DUTIES:

- **Be the voice for the children.** (ex. Talking on behalf of/or teaching/advocating for children.)
- Work shift should be spent with children with the exception of logging, planning, and break time.
- Model positive interactions that promote mutual respect, self-discipline and cooperation for children and parents.
- Provide age appropriate activities, specific to ending child abuse and violence.
- Facilitate children's groups.
- Complete & Discuss Safety Plans with each child.
- Make and follow up on referrals.
- Provide resources.
- Welcome new children coming into program.
- Complete Child Intakes.
- Assist in enrolling new children into school.
- Assist children with tutoring.
- Help plan and organize child abuse prevention month activities.
- Document all contact with children and guardian & complete statistical data.
- Report Child Abuse/Neglect to direct supervisor & Social Services and/or law enforcement.
- Attend children's and staff meetings and provide information regarding children in program.
- Attend any child related appointment when assigned.
- Attend trainings regarding child abuse and domestic violence.
- Monitor work area to ensure a safe environment for the children; enforce rules/policies.
- Maintain a healthy and clean environment in children's areas.
- Other duties as assigned by Director of Services.

QUALIFICATIONS:

- Enjoy working with children.
- Ability to work flexible hours, including evenings and weekends.
- Knowledge of child development.
- Knowledge of child abuse and the effects of family violence on children.
- Knowledge of violence/abuse/sexual assault and the dynamics surrounding issues of power and control.
- Demonstrated ability to work effectively with diverse populations. (ie: elderly, women and children of color, gay/lesbian, differently abled, etc.)
- Ability to work independently and as a Coalition team member.
- Support goals described in the mission and vision statements of Kids Count and Hope Coalition.
- Experience working with children and parents.
- Knowledge of area resources, agencies and services.
- Understanding of parenting issues/skills and nonviolent alternatives to discipline.
- Experience and ability to work with children individually and in groups.
- Demonstrate clear written and oral communication skills. Demonstrate ability to work in a crisis oriented organization and ability to prioritize.
- Valid Driver License

1/2012