



Children's Program Outreach Advocate

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified.

POSITION SUMMARY: Provide childcare for children whose parent is a survivor of domestic violence and is attending support groups and/or staying at the Dunn House shelter.

QUALIFICATIONS:

- Bachelor's degree in Psychology, Child Development or related field preferred.
- Two years' experience working with children required.
- Experience working with high needs and/or in-crisis children strongly preferred.
- If you are required to drive a Community Works vehicle for your position: you must have a good driving record and a valid driver's license.
- If you are required to drive your personal vehicle for agency business more than 3 times an average month for your position: you must have a good driving record, a valid driver's license, and personal auto insurance with required personal liability minimum as mandated by Community Works insurance carrier. (Current personal liability amounts for Bodily Injury are \$100,000 each person, \$300,000 each occurrence).
- Current CPR and First Aid certification required.
- Must successfully pass a Background and Abuse Check.

SKILLS AND ABILITIES:

- Ability to handle confidential information concerning the Agency, clients, and program organizational plans, policies, and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Must be culturally competent and sensitive.
- Understanding of domestic violence and its impact on children and parenting.
- Ability to work in a high stress environment with children and mothers of a diverse population.
- Self-starter, ability to work with minimal supervision. Ability to maintain punctual, consistent attendance.
- Ability to organize and prioritize workload.
- Ability to be creative and energetic.
- Ability to recognize and value differences related to culture, age and personal experience with team members and clients.
- Ability to establish and maintain frequent positive communication with team members, share information willingly, accept and provide feedback in a supportive, non-judgmental manner.
- Ability to respect and value work styles which differ from our own.
- Minimize interference of personal and work-related problems.
- Ability to handle confidential information with integrity.
- Exercise patience, understanding and compassion in dealing with clients, co-workers and community members.
- Knowledgeable about the legal and civil rights relevant to serving victims of domestic violence.
- Knowledgeable about the social and cultural characteristics of the service population.

ESSENTIAL FUNCTIONS: (The essential functions below include tasks that are integral to job performance and fundamental to accomplishing the job.)

1. Promote the Agency in a positive manner to fellow employees, to our volunteers, and to people in the community.
2. Maintain confidential information concerning the Agency, clients, and program organizational plans, policies and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.

3. Encourage teamwork through modeling and cooperative interaction with colleagues, volunteers, community partners, and community members.
4. Maintain a positive, professional demeanor.
5. Maintain confidential information concerning the agency, clients, and program organizational plans, policies and strategies.
6. Develop, coordinate and facilitate weekly playgroups during support group times.
7. Counsel children experiencing special needs or problems during their time in children's group.
8. Maintain communication with support group facilitators to ensure proper childcare is provided.
9. Provide childcare to residents of Dunn House shelter and provide childcare when survivors must appear at court proceedings.
10. Provide backup to the Children's Program Shelter Advocate when needed.
11. Collaborate with Volunteer Coordinators to train and provide supervision to Children's Program volunteers, as needed.
12. Spend time at Dunn House Shelter with the children interacting in the playroom area and doing outdoor activities.
13. Demonstrate flexibility and willingness to adjust responsibilities in response to unexpected changes in workload, emergencies, and/or staffing.
14. Attend supervision with Program Manager as needed or required.

Position Name: Children's Program Outreach Advocate

Department: Dunn House Shelter, Victim Services

Supervisor: Program Manager

Revision Date:

FTE: Exempt Non-Exempt

Position #:

Position Open: Until Filled

Send your cover letter and resume to be considered for this position.
Please include the position name and position number
in the subject line of your email and in your cover letter.

For open positions, check our website at www.community-works.org

Community Works is an Equal Opportunity Employer