



Position: Child Advocate

Supervisor: Child Services Coordinator

Position Description:

This professional is responsible for providing case management, advocacy and supportive services to all children, ages 3 to 18, enrolled as a shelter resident of PADV.

Roles and Responsibilities:

- Maintain a caseload of up to 30 clients.
- Provide weekly case management/counseling sessions for all residential clients ages 3-18.
- Develop a service plan that includes what the child would like to achieve while in shelter and what the parent would like for their child to achieve.
- Input all services provided, service plan, and exit data into Caseworthy throughout the child's residential stay, at exit and for any follow-up services provided.
- Provide awareness and understanding on domestic violence to all children served through individual and group activities.
- Pursue ongoing educational trainings that can improve services to residential children.
- Obtain annual training hour requirements for CJCC.
- Complete children's intake assessments, on-going assessments, and exit interviews; assist with enrollment and transition to a new school and new housing program at exit, as needed.
- Work with volunteers to plan and coordinate daily and weekly structured activities for the children and ensure that the children are provided with recreational and enrichment activities on a regular basis.
- Advocate for children's needs with PADV staff.
- Provide education and training for staff on effects of violence and abuse on children.
- Provide family counseling for both non-abusing parent and child/children, as needed.
- Coordinate services provided to children with non-abusing parent.
- Facilitate parenting and children's support groups in shelter.
- Develop a core curriculum of group activities that focuses on building self-esteem, healthy relationships, safety planning, etc.
- Maintain familiarity of community resources in Fulton and Gwinnett counties.
- Develop community partnerships that facilitate services for children served residentially.
- Attend all department meetings, agency meetings and weekly case staffings.
- Answer crisis line as needed.
- Supervise volunteers working in the Children & Youth Program.
- Work flexible schedules to accommodate the needs of the Children's program and serve on the on-call schedule.
- Foster and maintain excellent, professional relationships with staff and volunteers and function as part of a team.
- Work collaboratively with supervisor in developing and implementing program goals.
- Perform other duties as assigned.

Minimum Qualifications:

- Bachelor's Degree in the Social Work field and 3 years of experience working with children required; Master's Degree in the Social Work field preferred.
- Knowledge of crisis intervention, risk assessment and referral, community outreach and family advocacy.
- Client-centered, empowerment-based service coordination skills.
- Experience working with both adult and child survivors of domestic violence
- Knowledge of child development; experience working with children and youth.
- Ability and comfort working with people of diverse backgrounds and life styles.
- Must be available to work flexible hours, including evenings and weekends, based on program needs.
- Minimum 21 years of age with clean driving record, a valid drivers' license
- Ability to work cooperatively with team members, administrative staff, volunteers, funders and community partners.
- First Aid Training and certification in CPR, including infant CPR
- Ability to work in a team environment