

THE WOMEN'S CENTER JOB DESCRIPTION

JOB TITLE: Children's Advocate

POSITION: 40 hours per week; Evenings and weekends required

CLASSIFICATION: Non-Exempt

DEPARTMENT: Shelter and Transitional Living

REPORTS TO: Director of Shelter and Transitional Living Services

LOCATION: 505 BUILDING AND TRANSITIONAL LIVING HOMES

Job Description:

Mission: The Women's Center is committed to providing safety, shelter and support to empower all impacted by domestic abuse, sexual violence, child abuse, and trafficking.

SUMMARY/ OBJECTIVE: The primary responsibility of this position is to provide crisis intervention, individual support, advocacy, group activities, and other supportive services to children and their families residing in The Women's Center Shelter and Transitional Living programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide advocacy, education, information and referrals to clients and their children.
- Supervise and schedule Child Care Specialist to ensure coverage for individual appointments, groups, and other events as needed.
- Complete intakes for children residing in Shelter and Transitional Living.
- Provide parenting support including respite childcare for parents residing in Shelter or Transitional Living.
- Assist families with school enrollment and transportation.
- Coordinate services with local schools and other providers as needed.
- Develop and coordinate nurturing activities such as field trips, homework groups, and other activities/opportunities for families residing in Shelter and Transitional Living.
- Provide support to Shelter Advocates including answering the Hotline.
- Participate in community-based committees that support the development of children and families.
- If needed, make reports of child abuse to supervisor and other staff.
- Maintain safe childcare area, including monitoring and requesting supplies as needed.
- Sanitize toys and play equipment.
- Observe and monitor children's play activities.
- Communicate with children's parents or guardians about daily activities, behaviors, and related issues.
- Maintain a nurturing and creative atmosphere and role-model positive discipline techniques.
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts.
- Coordinate with Volunteer Coordinator on training, engagement, and retention of childcare volunteers.

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- Identify signs of emotional or developmental problems in children and bring them to staff and/or parents' or guardians' attention.
- Ensure children are being instructed in health and personal habits, such as eating, resting, and toilet habits and change diapers as needed.
- Assist in compilation of required paperwork, and maintenance of weekly program statistics.
- Complete forms in accordance with agency procedures.
- Participate in maintenance of physical facility and housekeeping duties when appropriate and as needed.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Adhere to organizational compliance with all local, state and federal regulatory agencies.
- Ensure compliance with all safety and work rules and regulations.
- Ensure confidentiality of all clients using services.
- Completes other duties as needed and/or requested by supervisor to align with mission and vision of the organization.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS:

- Knowledge and understanding of child abuse/neglect and domestic violence.
- Knowledge of developmental and physical stages of growth related to children.
- Previous experience working with children in childcare or educational setting.
- Organizational skills and attention to detail.
- Demonstrated interpersonal skills-ability and willingness to work both individually and as part of a team with other staff in provision of services to residents.
- Proficient in MS Office.
- Sensitivity to issues facing survivors of domestic violence, sexual assault, child abuse and trafficking.
- Active listening — giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension — understanding written sentences and paragraphs in work related documents.
- Time Management — managing one's own time and the time of others.
- Service Orientation — actively looking for ways to help people.
- Coordination — adjusting actions in relation to others' actions.

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- Critical Thinking — using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitoring — monitoring/Assessing performance of yourself to make improvements and take corrective action.

EDUCATION/EXPERIENCE:

- Experience working with children and families in a residential setting or experience working with children in an educational setting required.
- Degree in early childhood education or elementary education preferred.

LANGUAGE SKILLS: Ability to read, write and comprehend English. Bilingual - English/Spanish preferred.

REASONING ABILITY: *Ability to utilize critical thinking- such as using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.*

CERTIFICATES, LICENSES, REGISTRATIONS: Requires a valid Wisconsin Driver's license and proof of insurance.

OTHER SKILLS AND ABILITIES:

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This is an active role. It requires the ability to lift up to 30 lbs.
- Standing, bending, stooping, kneeling, walking, crawling, climbing, and reaching.
- Movement up and down stairs.

WORK ENVIRONMENT: The Work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

- Works indoors and outdoors.
- The noise level in the work environment is usually moderate to high.
- Vision abilities include close, distant, depth perception and peripheral vision.

ADA: This employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

AAP/EEO: The Women's Center is an equal employment opportunity and affirmative action the employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected

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veteran status, status as a qualified individual with a disability, or any other characteristic protected by law.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.