

The Montgomery Area Family Violence Program, Inc.
DBA Family Sunshine Center

Position Title: Child Advocate

Reports to: Shelter Services Coordinator

Status: Full-Time, Non-Exempt

Work Site: Family Sunshine Center Shelter, Montgomery, AL

Summary: The Child Advocate provides support and advocacy for victim's/survivor's children and parents who are impacted by domestic violence and sexual assault. They are responsible for emotional support, providing education, and collaborating with community resources and other agency team members to assist victim/survivor children and parents in receiving comprehensive services in the shelter program to promote a safe and stable environment.

Responsibilities:

1. Provide therapeutic and other required childcare services.
2. Plan and coordinate structured activities for the children.
3. Teach coping skills and body safety skills on an age-appropriate level.
4. Coordinate, schedule and perform needed social service activities, i.e. medical exams, obtaining birth certificates and social security cards, and enrolling children in school.
5. Provide transportation to shelter families to access services.
6. Provide coverage for the crisis line as needed.
7. Enter client data into database within 24 hours.
8. Supervise indoor and outdoor play areas.
9. Maintain children's clothes closet, accept and distribute clothes as needed.
10. Procure, sort, organize and distribute school supplies.
11. Organize and maintain children's storage areas.
12. Coordinate, schedule and supervise outings for children in shelter.
13. Assist in orienting new children to the shelter.
14. Conduct and complete developmental assessments.
15. Coordinate volunteer activities with the children's program.
16. Provide clients with empathetic listening, increase client's self-awareness to reduce dependency and improve self-esteem.
17. Maintain residents' case files, coordinate phone usage, and advocate with social service agencies, law enforcement, etc., on behalf of the victims.
18. Perform other duties as required by the Case Management Coordinator.
19. Disinfect children's toys at least once a month.
20. Submit complete and accurate client data, statistical reports, and evaluations, on a timely basis, and comply with other reporting requirements as required by agency policies and procedures.

Qualifications:

- Background in child development or experience working with children.
- Some college preferred.

Knowledge, Skills, and Abilities:

- Knowledgeable of children’s rights.
- Must be able and willing to work some evenings and weekends.
- Ability to have a good rapport with children.
- Excellent organizational and time management skills.
- Ability to multitask and work independently.
- Ability to display professionalism.
- Ability and experience working with a variety of groups and diverse populations.
- Ability to maintain poise and self-control in crisis situations.

Travel requirements:

- Ability to travel to regional and national conferences as needed.
- Reliable car and valid Alabama driver’s license and automobile insurance required.

Physical Demands:

The Child Advocate will be required to do some lifting, bending and stooping from time-to-time in order to interact with the children. As part of keeping the clothes closet and children’s storage area organized, the Child Advocate will also be required to lift, push, pull and reach.

I have received, reviewed and fully understand the job description for Child Advocate. I further understand that I am responsible for the satisfactory execution of the responsibilities described therein, under any and all conditions as described.

Employee Name

Date

Employee Signature