

OUR MISSION: The YWCA of Lewiston–Clarkston is dedicated to empowering women, eliminating racism, and promoting peace, justice, freedom and dignity for all. It is committed to building a strong community by actively promoting the value of diversity and the right to a life free from violence, poverty, and oppression.

NAME:		DATE OF HIRE:	
JOB TITLE:	Advocate – Children’s Programs		
SUPERVISOR:	Children’s programs coordinator	STATUS:	Non-exempt

POSITION SUMMARY

Provide and coordinate services for children including individual advocacy, children’s support group, childcare, and prevention activities to assist children in YWCA programs with academic and social needs.

DUTIES AND RESPONSIBILITIES

DIRECT CLIENT SERVICES

- Provide trauma-informed advocacy, safety planning, and information and referral (in-house and outside agencies) as needed to primary and secondary victims of crime and other individuals in crisis.
- Maintain absolute confidentiality regarding clients and services provided, except in cases of child abuse or neglect, or in situations involving potential harm to clients or others (per program policy).
- Assess client barriers to self-sufficiency, including safety, and help clients develop an individualized action plan to address those barriers.
- Provide back-up and additional support to other advocates as part of a team approach to victim advocacy.
- Inform supervisor of client issues, including special needs, unique situations or noncompliance.
- Enter client data as needed to maintain client files and meet grant requirements; update advocate log daily.

AREAS OF PRIMARY RESPONSIBILITY

- **Children’s Advocacy** – Provide and coordinate services for children including individual advocacy, support group, childcare, and prevention activities. Assist with school supply drive/distribution. Address parenting questions and concerns.
- **Children’s Group** - Work with supervisor to develop and implement curriculum for children’s group addressing issues related to domestic abuse. Keep records of content including attendance, topics discussed, and areas of concern.
- **Child care** - Provide appropriate supervision for children, including developing rules of conduct, informing children and their parents of those rules, and providing positive discipline. Plan and prepare the schedule of activities for each work shift. Ensure that the childcare space is safe, clean, and free of hazards, and that toys and other equipment are clean, sterilized, and in working order.
- **Prevention** – Work with local schools and youth groups to promote healthy, respectful & nonviolent relationships.

PROGRAM

- Responsible for compliance with all grant standards and reporting requirements related to this position.
- Enter data as needed to maintain client files and document services provided to meet grant requirements.
- Maintain records required for grant compliance, statistical record keeping, and as needed to measure program success.
- Communicate effectively with supervisor regarding weekly activities, roadblocks and successes.
- Participate on staff committees for events (annual meeting, conference) and activities (awareness months, community events) as needed/determined.
- Other duties as assigned to ensure program success.
- Attend all required staff meetings and trainings.
- Cross-train in multiple aspects of **ywca** positions to be able to fill in as needed.

ORGANIZATION

- Commitment to the mission, values, and goals of the **ywca**.
- Promote positive public relations and community understanding of program services and activities.
- Research and submit information to the grant team on pertinent funding sources.
- Other duties as assigned to ensure agency success.

QUALIFICATIONS:

- Excellent listening and communication skills, written and verbal.
- Ability to remain calm, make decisions, and use sound judgment under pressure, stress, and conflict.
- Excellent computer skills and knowledge of office procedures and equipment.
- Ability to work effectively with the public, volunteers, and staff.
- Ability to be self-directed and work as part of a team.
- Two years related education or work experience.
- Hold valid drivers license and insurance.
- Must be able to lift 40 pounds.

Employee Signature: _____

Date: _____

Supervisor signature: _____

Date: _____