



Family (Youth) Advocate Job Description

Title: Family Advocate

Job Summary: Within the structure of a trauma centered approach, the Family Advocate is responsible for overseeing family needs programming in the safe house and community. In addition, this individual is responsible for upkeep of child and family profiles in ETO, completing quarterly reports for CCADV, utilizing the Bridging program, and attending Child Advocate meetings and trainings.

Supervised by: Shelter Manager

Duties Include:

A. Child and Family Programs:

- Assess family needs and create service plan accordingly for each sheltered family
- Develops, implements, and maintains programs and curriculum
- Participate in maintaining child friendly working environment in the children's facility
- Supervises volunteers who support family/children's programs and groups.
- Works closely with all Shelter staff to ensure comprehensive family services

B. Direct Service Skills:

- Daily check-in with each family to assess on-going needs and progress
- Provide counseling and advocacy for individual families
- Provides directed play/resiliency building to both moms and children
- Completes intake process both at the shelter and within the community
- Provide hotline coverage as needed

C. Advocacy Skills/Community Collaboration:

- Balances complexities of domestic violence analysis with Mission and goals of agency maintaining appropriate boundaries and confidentiality



- Works collaboratively with outside service providers such as DCF, local schools, and area mental health programs.
- Has and applies knowledge of broader coalition resources and protocols
- Develops and maintains on-going relationship with Domestic Violence Liaison at DCF
- Acts as a resource for other services interacting with the Network seeking advice on Domestic Violence, such as Community presentations
- Works with the Community Educator to represent the Network within the community as needed
- Makes presentations to staff and board regularly to ensure sound communications regarding progress and issues relative to the Child Advocate position
- Transports clients as appropriate

D. Completes required Network and CCADV statistical reporting and training

- Participate in daily shelter log communications
- Demonstrates ability to maintain service records
- Completes statistical and narrative reports, as needed
- Attends trainings as required

Qualifications:

- Experience working with children from traumatized families
- Skilled in effective communication with others both orally and in writing
- Basic knowledge of skills in crisis intervention; ability to analyze situations and develop creative solutions
- Skills in counseling and group facilitation
- Demonstrates strong work ethics and dedication to Network Mission
- Demonstrates initiative and motivation, self-starter
- Demonstrates sound teamwork and collaboration skills
- Demonstrates active listening skills resulting in ability to formulate sound judgment
- Is aware of and understands one's personal prejudices
- Flexibility to work evenings and weekends is required
- Reliable vehicle and valid driver's license
- Computer skills

Education:



- Bachelor's degree or equivalent experience in social work/domestic violence required.
- Strong experience working with children is required.
- Experience in Domestic Violence is preferred.