

Susan B. Anthony Project promotes safety, healing and growth for all survivors of domestic and sexual abuse and advocates for the autonomy of women and the end of interpersonal violence.

THE SUSAN B. ANTHONY PROJECT, INC.

POSITION: Domestic Violence Child/Adult Advocate

SUPERVISION RECEIVED: Reports to Shelter Manager and is evaluated by same

SUPERVISION EXERCISED Volunteers

POSITION SUMMARY:

To provide short-term counseling, support, referrals and advocacy to children and individuals in residential and community programs. To help ease the transition of children/families coming into the shelter through specifically designed intakes, and to provide parenting information, support and referrals as needed.

RESPONSIBILITIES:

- Complete age-appropriate intake for each child and mother upon entering residential programs and explain residential life to children using one-on-one counseling and other materials including children's Welcome Book
- Plan/coordinate outings and activities, to promote self-esteem and healing, provide fun and therapeutic opportunity for children. Make contacts with agencies and businesses to ensure affordable/free activities for children i.e. bowling and YWCA.
- Maintain awareness of ways in which the program/shelter meets the needs of children including health and safety issues and social and emotional needs.
- Meet regularly with each mother to provide support and information, assess needs and make referrals for the children.
- Meet regularly with each residential child to provide support, assess needs to help enhance mother/child relationship.
- Facilitate parenting group for residents weekly and arrange for other professionals to provide information to residents (i.e. nutritional, personal safety).
- Offer children's group (residential and non-residential children) as needed.
- Provide individual counseling sessions and advocacy for non-residential children as requested.
- Keep playroom in shelter and counseling center, as well as play yard, a clean, orderly and safe place for children and keep all children's equipment/supplies clean, in working order, inventoried and stored properly.

Susan B. Anthony Project promotes safety, healing and growth for all survivors of domestic and sexual abuse and advocates for the autonomy of women and the end of interpersonal violence.

- Provide necessary cleaning of resident rooms upon exit. Prepare rooms for new resident arrival.
- Work to create a safe and clean living environment by participating in cleaning the shelter.
- Provide coverage on crisis line, including accompaniments, and be available for required mandatory rotation as needed.
- Assist with community education and provide in-services as requested.
- Maintain statistics/records in database as required. Complete or contribute to quarterly and annual reports as required.
- Attend trainings and meetings.
- Comply with agency policies.
- Other related duties as assigned to further the mission of the agency.

REQUIREMENTS:

Education: Bachelor's Degree or equivalent experience as gained through college courses and relevant training, employment or volunteer experience.

Other: Proficiency in Microsoft Office platform.

Ability to work with other agencies and systems.

Knowledge of counseling, social services/public speaking.

Training-certification as DV/SA counselor per statute.

Commitment to practice conflict resolution, positive communication, and team building.

Valid driver's license and insurance.

Ability to lift and move 25 pounds.

Ability to go up and down stairs throughout shift.

Ability to understand and incorporate political/system's perspective of domestic violence/sexual abuse issues into work.

Patience and a sense of humor.