*To apply: Please send completed SHC employment application, cover letter, and resume to* [*jobs@safehousecenter.org*](mailto:jobs@safehousecenter.org) *with “Children’s Advocate” in the subject line.*

*Position highlights: 40 hours/week, weekday, weekends, and evening shifts worked, with the need for flexibility due to Response Team shifts. Provide direct services and assistance to sexual assault and domestic violence survivors and their children in our 24-hour emergency shelter. Due to grant restrictions, the starting pay is non-negotiable. People of color and LGBTQ identified persons are encouraged to apply.*

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| JOB TITLE: | Children’s Advocate |
| DEPARTMENT: | Shelter & Children’s Program |
| STARTING PAY: | $18.29 |
| HOURS: | 40 hours per week |
| FLSA STATUS: | Non-Exempt Employee |
| IMMEDIATE SUPERVISOR: | Shelter & Children’s Program Coordinator |
| MOST RECENTLY REVISED: | 05/11/2021 |

**Position Summary:**

This position will provide crisis intervention, advocacy, support and resources to survivors of Domestic Violence and their children.

**Essential Functions:**

* Provide direct services to survivors of Domestic Violence and their children in the form of advocacy, crisis intervention, group work and/or court support in accordance with SafeHouse Center’s policies and mission. Maintain assigned caseload.
* Staff the 24hour on-call Response Team during business hours, weeknights and weekends as assigned. Arrange for transportation to fulfill on-call responsibilities within specified timeframes. Be able to respond to Washtenaw County hospitals and jail within 30 minutes.
* Staff the Playroom during business hours, weeknights and weekends as assigned.
* Assist in the promotion of domestic violence services through public speaking and tabling engagements.
* This position mandates a minimum age of 21 years due to insurance requirements for on-call responsibilities.
* This position is primarily based at the agency but requires the ability to travel locally on a regular basis in own or agency vehicle.

**Duties and Responsibilities:**

* Work collaboratively with each client to determine their strengths, challenges and goals. Provide appropriate referrals and resources.
* Document all services provided for, with or on behalf of clients.
* Develop programming and conduct activities for residential and non-residential children including off-site field trips.
* Assist in the training, support and supervision of program volunteers.
* Assist with other duties as assigned.
* Act as a liaison between SafeHouse Center, our clients and community members.
* Abide by confidentiality policy at all times.
* Report any knowledge or suspicion of child abuse and/or neglect.

**Working Environment & Physical Requirements:**

* This position primarily works in an office environment and requires frequent sitting, standing, walking, lifting and moving of items.
* Staff may occasionally be required to travel locally and regionally in their own vehicle to attend conferences or other related events.
* This position requires flexibility in scheduling and job function as some services require 24 hour coverage including during popular holiday times (most notably – but not necessarily limited to – the time around Thanksgiving, Christmas and New Year’s).
* This position requires a valid driver’s license and the ability to obtain vehicle insurance.

**Qualifications:**

* Bachelor’s Degree in human services field or two years’ experience in a human services field preferred.
* Demonstrated skill in writing, speaking, interpersonal communication, and teamwork
* Competency in crisis management
* Understanding of and sensitivity to the unique circumstances of underserved populations and to survivors of domestic violence.
* Fluency in language(s) other than English preferred
* Public speaking and training facilitation experience preferred