To apply send cover letter, resume, and employment application to jobs@safhousecenter.org with “Evening and Weekend Children and Youth Advocate” in the subject line. People of color and LGBTQ identified persons are encouraged to apply.

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Evening and Weekend Children and Youth Advocate</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Children &amp; Youth Program</td>
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<tr>
<td>STARTING PAY:</td>
<td>$16.36</td>
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<tr>
<td>HOURS:</td>
<td>24 hours per week</td>
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<td>FLSA STATUS:</td>
<td>Non-Exempt Employee</td>
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<tr>
<td>IMMEDIATE SUPERVISOR:</td>
<td>Children and Youth Program Coordinator</td>
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<tr>
<td>MOST RECENTLY REVISED:</td>
<td>01/2020</td>
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</tbody>
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Position Summary:

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

Essential Functions:

- Provide direct services to the children of survivors Domestic Violence and Sexual Assault in the form of advocacy, counseling, group work and/or court support in accordance with SafeHouse Center’s policies and mission. Maintain assigned caseload.
- Staff the Playroom during business hours, weeknights and weekends as assigned.
- Assist in the promotion of domestic violence and sexual assault services through public speaking and tabling engagements.
- 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 recruitment and training of Teen Voice members and facilitation of presentations conducted by Teen Voice members.
- Assist in the training, support and supervision of program volunteers.
- Assist with other duties as assigned.
- Act as a liaison between Safe House 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 and sexual assault
● Fluency in language(s) other than English preferred
● Public speaking and training facilitation experience preferred