# JOB POSTING

**CHILDREN’S ADVOCATE – DV Emergency Shelter**

Would you like to be part of the premier woman’s organization in Snohomish County? Domestic Violence Services of Snohomish County (DVS) is dedicated to ending domestic abuse by providing a wide range of services for victims and facilitating social change. Every day our staff, volunteer teams, and Board of Directors work side-by-side to determine the needs for our agency.

**GENERAL SUMMARY:**

The Children’s Advocate position develops, implements and coordinates social and recreational programming for homeless and low-income children and youth, ages birth to 17 years, served in DVS’s confidential shelter.

**ESSENTIAL DUTIES:**

* Provide direct supervisor of child watch services for children while parents attend classes and appointments, and during women’s support groups at the shelter and in the community.
* Supervisor volunteers and interns during child watch activities.
* Demonstrate an understanding of child development, parenting styles, nutritional needs and the special needs of children exposed to domestic violence.
* Act as the Mckinney-Vento lead with the Everett Public Schools Liaison.
* Help develop and coordinate special events such as holiday gift giving, back to school party, Halloween, Spring Party and help facilitate Art Camps throughout the year.
* Complete shelter screening, intake and exit procedures with mothers and children when needed.
* Assist in cleaning and sanitizing children and teen rooms, and Youth Center.
* Help Facilities Coordinator with ordering supplies for infants and youth.
* Provide individual support and advocacy based services to shelter residents and their children
* Monitor shelter activities to maintain safe and supportive shelter atmosphere
* Maintain all required shelter paperwork in a timely, accurate, objective, and confidential manner. Submit reports in a timely manner.
* Function as a cooperative member of the shelter services team, communicating with other staff and attending meetings as requested
* Communicate with all callers, shelter residents and staff in a manner that reflects respect and equality among all individuals
* Conduct all work in a manner consistent with the policies and procedures of the shelter and of the agency.
* Maintain consistent client/advocate and staff/staff boundaries.
* Transport residents and children in shelter vehicle as needed

**EDUCATION AND EXPERIENCE**

* High school diploma or GED, or equivalent educational background.
* At least one (1) year’s experience working with individuals in a customer service, childcare or community resource setting.

**KNOWLEDGE, SKILLS AND ABILITIES**

* Understanding of domestic violence issues and victim’s needs.
* Excellent verbal and written communication skills.
* Demonstrable skills in the areas of communication, organization, and working independently and as part of a team.
* Understanding of burnout and effective stress management.
* Ability to maintain strict confidentiality of client and agency information.
* Basic computer skills including Microsoft Office, working knowledge of Internet**,** e-mail and ability to learn new programs.
* Ability to provide culturally appropriate services to people from diverse backgrounds.
* Vehicle with current driver’s license, registration, and insurance required.
* No disqualifying criminal history or sex offender convictions (WSP WATCH and DOJ Sex Offender Registry).
* Bi-lingual capability preferred.
* Experience working with families in crisis preferred.
* To successfully perform the essential duties of this position, an individual must have the ability to stand; walk; use hands to finger, handle, or feel; reach and extend with hands and arms; push; pull; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
* An individual must also be able to sit at a desk for an hour or more, and use office equipment, including phones and computer keyboards. Individuals must be able to engage clients over the phone and in-person by voice, and visit community partners.
* Regular attendance is an essential function of the job.
* Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

The above job description is meant to describe the general nature and level of work performed; it is not intended as an exhaustive list of all duties, responsibilities and required skills for the position. Employees will be required to follow any other job-related instructions and to perform other duties requested by their supervisor in compliance with Federal and State laws. Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

To be considered for the position, candidates should review the Mission, Vision, Values statement\*, submit a completed DVS Application Form, current resume and cover letter outlining the qualifications and salary expectations to:

Domestic Violence Services of Snohomish County

P.O. Box 7

Everett, WA 98206

Fax 425-258-5976

or email at: admoffice@dvs-snoco.org

Only candidates that meet the posted qualifications will be contacted by our recruiter.

\* http://dvs-snoco.org/wp-content/uploads/2017/08/Vision-Mission-Values.pdf

*DVS is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, among other things, or status as a qualified individual with disability.*