



Job Description

Job Title: Family Advocate
Reports to Title: Shelter Manager
FLSA Status: Non-Exempt
EEO Class: Professional
Schedule: Full Time

GENERAL SUMMARY:

The Family Advocate position develops, implements and coordinates trauma informed social and recreational programming for children and youth, served in DVS's confidential shelter.

ESSENTIAL DUTIES:

- Provide direct supervision for children while parents attend classes and appointments, and during women's support groups at the shelter and in the community.
- Supervise volunteers and interns during Youth Program activities.
- Act as the McKinney-Vento lead with the Everett Public Schools Liaison.
- Act as DCYF lead, participating in Fatality Reviews, DV Best Practice group and other CPS related collaborations.
- 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 intake with mothers and children.
- Assist in cleaning and sanitizing children and teen rooms, and Youth Center.
- Coordinate with Youth Advocate and Facilities Coordinator regarding needed supplies for youth program.
- Provide individual support and advocacy based services to shelter residents and their children.
- Monitor children and teens to maintain safe and supportive shelter atmosphere.
- Maintain all required shelter paperwork in a timely, accurate, objective, and confidential 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.



MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- High school diploma or GED, or equivalent educational background.
- Experience working with multiple youth and families systems (such as juvenile justice, mental health, substance abuse, child welfare, developmental disabilities, school districts, etc.)

KNOWLEDGE, SKILLS AND ABILITIES

- Understanding of domestic violence issues and victim's needs.
- Excellent verbal and written communication skills.
- Demonstrated knowledge of strengths-based family-driven services
- Demonstrable understanding of child development, parenting styles, nutritional needs and the special needs of children exposed to domestic violence.
- 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.
- Experience and demonstrated ability to successfully work within a diverse cultural setting and provide culturally inclusive services.
- Basic computer skills including Microsoft Office, working knowledge of Internet, e-mail and ability to learn new programs.
- 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).
- Commitment to DVS mission, vision, and values.
- Ability to work a varied schedule including some evenings.
- Bi-lingual capability preferred.
- Experience working with families in crisis preferred.

PHYSICAL DEMANDS

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.

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.

EEO Job Classification:
21-1099 Community and Social Service Specialists