

## Family Advocate Assistant

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Would you like to be part of the premier 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 Family Advocate Assistant provides support for the Family Housing Specialist with planning and implementing a children's program for residents at Pivotal Point apartments, who are victims of domestic violence (DV).

**Reports to:** Supportive Housing Manager  
**Hours of work:** 20 hours a week, as scheduled  
**Salary:** \$18.88 hourly (+\$1/hr bilingual bonus)  
**Applications due:** Open until filled

### Essential Functions:

- Assist Domestic Violence Family Housing Specialist with planning and implementing a children's program for residents at the Pivotal Point apartments
- Provide age appropriate children's activities
- Set up, facilitate and clean up areas where activities are held
- Staff the community room at Pivotal Point and ensure appropriate behavior of children
- Assist with field trips and parties
- Other duties as assigned

### Requirements:

- Experience working with children in crisis
- Demonstrated understanding of child development and how abuse affects children
- Understanding of dynamics of domestic violence and child abuse
- Ability to work with children and adults of all ages, from a variety of backgrounds
- Experience in domestic violence, child abuse or residential programs
- Ability to use office equipment (fax, copier, scanner, phone)
- Ability to demonstrate reliability, dependability and accountability
- Ability to maintain strict confidentiality of client and agency information
- Ability to maintain personal and professional boundaries
- Successful passage of a fingerprint check and criminal history background check

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.

This is a part-time, 20 hours per week, temporary (June 24, 2024 through August 30, 2024), hourly position reporting to the Supportive Housing Manager. The typical schedule may vary slightly, DVS hours are Monday through Friday, 8:30am to 5:00pm.

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](mailto: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.*