



JOB POSTING

YOUTH ADVOCATE – DV Emergency Shelter

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

REPORTS TO: Shelter Manager

SALARY: \$39,270 annually

HOURS: 40 hours per week, as scheduled

BENEFITS: Includes health insurance (including dental and vision), long-term disability, generous paid vacation and sick & safe leave, and Employee Assistance Program.

GENERAL SUMMARY:

The Youth 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 meetings and appointments.
- Provide and coordinate childcare for DVS support groups at the shelter and in the community.
- Supervise volunteers and interns during Youth Program activities.
- Act as the McKinney-Vento and school liaison.
- Act as DCYF lead for DCYF involved shelter families, participate in Fatality Reviews, DV Best Practice group and other CPS related collaborations as directed by supervisor.
- Coordinate, along with leadership, special events throughout the year such as seasonal/holiday parties, Holiday House, and facilitate Art Camps.
- Complete separate intakes for both shelter parent and youth.
- Assist in cleaning and sanitizing shelter play-room and teen room, and Youth Center.
- Coordinate with Shelter Assistant Manager regarding needed supplies for youth program.
- Provide Mandated Report training and expertise.
- Provide individual support and advocacy based services to shelter residents and their children.
- Collaborate with shelter advocates in coordination of resource navigation.
- Provide updated advocacy information with shelter staff on a regular basis.
- 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

- B.A. in social work or related field or equivalent relevant experience.
- Experience working with children/youth in crisis.
- Experience working with multiple youth and families systems (such as juvenile justice, mental health, substance abuse, child welfare, developmental disabilities, school districts, etc.)
- We value those who come with diverse lived experience. Persons from all backgrounds are encouraged to apply.
- Must have documentation of 20 hours of DV Advocacy-based training, be in process of obtaining this or be willing to take a course offered by a certified D.V. Advocacy-based organization.

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 weekends and evenings.
- Bi-lingual capability 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. 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.