

Transitions of PA Job Description

Position: Child Advocate
Supervisor: Counseling/Advocacy Coordinator
Classification: Non-exempt

Summary

The Child Advocate provides client-centered, trauma-informed support services to child victims and their families who have experienced domestic violence, sexual assault, and other serious crimes both in the safe houses and the surrounding communities. This position requires providing counseling, on a one-to-one basis and through group facilitation, to empower individuals and to strengthen families. The Child Advocate will work with both adults and children. The Child Advocate is a mandated reporter of suspected child abuse as defined by PA Child Protective Services Law. Responsibilities require the exercise of independent judgment and knowledge of overall agency activities. This position is full-time with primarily daytime and early evening hours. This position participates in on-call duties. Position requires a great deal of local travel.

Responsibilities

1. Provide client-centered crisis intervention, advocacy, and case management, including developing appropriate safety plans with clients, to address the variability of victims' needs.
2. Provide comprehensive individual short-term counseling services with a trauma and strengths-based perspective to help clients process, cope, and heal from experiences of violence.
3. Establish empowerment-centered, victim-driven goals with survivors and assist them in the successful, timely completion of same.
4. Interact with children and adolescents in safe house, both for structured counseling and on an informal day-to-day basis.
5. Collaborate with other community agencies and schools to ensure children's special needs are met.
6. Facilitate support/educational groups and provide structured empowerment-focused group plans designed to address the needs of children and adolescents who have experienced or witnessed domestic violence, dating violence, sexual assault, or other victimization.
7. Provide community support groups to children and adolescents.
8. Coordinate the presentation of client cases at weekly resident review meetings.
9. Collaborate with staff members about service provision and establishment of related policies and procedures.
10. Complete and maintain required documentation, both in Efforts to Outcome (ETO) software and paper files.
11. Attend staff meetings and in-service training.
12. Participate in the on-call rotation.
13. Perform other related duties as assigned as allowable by funders.

Qualifications

1. Required: Bachelor's Degree in Social Work, Human Services, or a related field and/or equivalent experience.

2. Must be knowledgeable of domestic violence, sexual assault, human trafficking, and other serious crimes and their impact on victims.
3. Must be knowledgeable about the stages of child development.
4. Must possess exceptional people skills and be able to work with children and adults from all walks of life.
5. Must possess excellent communication skills and be computer literate.
6. Must have demonstrated ability to counsel individuals in crisis and be skilled in support group facilitation.
7. Must be an experienced counselor with knowledge of options available to victims and survivors of domestic violence and sexual assault.
8. Upon hire, must complete 80-hour Transitions Domestic Violence/Sexual Assault Counselor Training.
9. Must have a valid driver's license, reliable vehicle, and adequate motor vehicle insurance.
10. Must have Act 34, Act 114, and Act 151 clearances.

Staff Signature

Date

Supervisor Signature

Date

THIS IS NOT AN EMPLOYMENT CONTRACT. MANAGEMENT HAS THE RIGHT TO CHANGE DUTIES, RESPONSIBILITIES, AND WORK SCHEDULES AS NEEDED.