



TESSA JOB DESCRIPTION

JOB TITLE:	Children's Program Advocate
REPORT TO:	Children's Program Manager
TIME REQUIREMENT:	40 Hours / Week (1FTE)

SYNOPSIS: This position provides confidential support to child victims of domestic violence/sexual assault through trauma-informed support services. This person also provides outreach services for TESSA's Children's Program with special attention to growing TESSA's partnership and services with Harrison SD2, including outreach and training for students, parents and faculty. This position will also assist in the training and task supervision of volunteers helping in the Children's Department. This position is a grant-funded position and contingent on continued grant funding.

RESPONSIBILITIES:

- Provides comprehensive, collaborative advocacy for children and teens TESSA serves.
- Provides education and training related to domestic and sexual violence to youth, school faculty and parents, with specific focus on Harrison SD2.
- Provides crisis intervention and psycho educational groups to youth.
- Works with the Children's Program Manager and Case Manager to share information and provide advocacy and support for child clients.
- Works cooperatively with other agencies and individuals involved with the client to assure comprehensive service delivery.
- Develops knowledge and expertise regarding domestic violence and sexual assault.
- Develops multicultural services, programming, and outreach as appropriate in collaboration with the Children's Program Manager.
- Provides education and information to mothers and children to support informed choices.
- Work with children when a parent seeking services brings child(ren) to TESSA.
- Assists mothers in discipline/nurturing techniques when appropriate.
- Monitors volunteer participation in the Children's Program as requested.
- Helps maintain children's play areas.
- Works with the case manager to plan, gather materials for, and implement activities for both residential and non-residential children.
- Plans and escorts children on outings (i.e.: park, zoo, fire station).
- Understands department objectives and how they relate to the goals of the agency.
- Prevents, identifies, and removes discriminatory barriers in services provided.
- Provide advocacy services to adult survivors seeking assistance in person or on the phone if and when TESSA is short-staffed.

Record Keeping

- Documents observations of children's' behavior, characteristics, reactions, play style, relationships with parents and peers; communicates information to other TESSA staff and parent, as appropriate and necessary.



- Completes any additional documentation associated with client contacts per department protocol.
- Updates children's resource files.
- Maintains client records in a timely and accurate manner.
- Communicates and follow up with others in a timely and accurate manner.
- Assists in collecting client statistics for program management and grant reporting.

Cultural Inclusivity and Client Relations

- Recognizes that we hold attitudes and beliefs that can detrimentally influence our perceptions of and interactions with individuals who are diverse from ourselves.
- Recognizes the importance of multicultural sensitivity, responsiveness to, knowledge of, and understanding about diversity.
- Applies the principles of multiculturalism and diversity in training and staff development.
- Applies culturally appropriate skills in all interactions with clients, co-workers, volunteers, partner agencies, and other community members.

OTHER

- Treat clients with respect, dignity, and empathy.
- Keep all client information confidential as directed by the client.
- Attend staff meetings, other relevant meetings, trainings, and in-services as assigned.
- Other duties and projects as requested by supervisor or Executive Director.

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must be able to work with children of all ages and with those who have experienced significant trauma.
- Bachelor's of Social Work Degree or Bachelor's degree in relevant field.
- Two years relevant experience; equivalent combination of education and/or experience may be considered.
- Excellent organizational, communication (verbal and written), problem solving, listening and inter-personal skills.
- Attention to detail.
- Ability to empathize, encourage and guide.
- Available to work weekends, evenings as required.
- Displays a positive attitude, works well with others, and accepts direction well.
- Able to work well in stressful and emotionally taxing circumstances and engage in effective self care.
- Able to independently use a computer for Word documents, spreadsheets, presentations, email, internet research, data entry and data management.
- Possesses vision and hearing sufficient to work on a computer, on the telephone and in person.
- Ability to lift 50lbs, intermittently.
- Valid driver's license and car insurance.
- Must be willing to complete background checks.



- Ability to read, write and speak English.
- Fluency in Spanish and/or ASL preferred.
- CPR training preferred
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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TESSA is an equal opportunity employer.

**This position is open until filled.
To apply, visit www.TESSAcs.org/aboutTESSA/employment.**