



## TESSA JOB DESCRIPTION

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

**SYNOPSIS:** The person in this position provides basic confidential services, education, information and support to all child victims of domestic violence and sexual assault in TESSA's Safehouse, and community clients, through trauma-informed advocacy and empowerment-based case management services. This person provides outreach services for TESSA's Children's Program, and assists with other victim services programs by providing administrative support and direct service for TESSA's clients. Some evening and weekends are required.

### RESPONSIBILITIES:

- Provides comprehensive and collaborative advocacy services to Safehouse and non-residential families.
- Conducts initial family intakes.
- Assist families with school enrollment, busing and potential barriers.
- Assists the Case Manager with the development and implementation of families' service plans.
- Works with the Children's Program Manager, Case Manager and Safehouse Staff to share information and provide advocacy and support for child clients.
- Works with the Case Manager to plan, gather materials for, and implement activities for both residential and non-residential children.
- 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 and Case Manager.
- Provides community education and training related to family violence and children as needed.
- Assists in the planning, implementation and facilitation of psycho-educational groups.
- Provides education and information to mothers and children to support informed choices.
- Helps plan and execute birthday celebrations and other special events.
- Assists mothers in discipline/nurturing techniques when appropriate.
- Monitors volunteer participation in the Children's Program when Program Manager or the Case Manager are not present.
- Maintains children's play areas.
- Plans and escorts children on outings (i.e.: park, zoo, fire station, swimming).
- Works with Children's Case Manger to plan, facilitate and execute summer camp activities.
- Assists with welcome bags for children when they arrive at the Safehouse.
- Understands department objectives and how they relate to the goals of the agency.
- Prevents, identifies, and removes discriminatory barriers in services provided.
- Maintains confidentiality and follows mandated reporting guidelines.



### Record Keeping

- Completes all necessary documentation associated with client contacts per department protocol.
- Updates children's resource files as appropriate
- Maintains client records in a timely and accurate manner.
- Communicate 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

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

### OTHER

- Treats 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, Program Director, or Chief Executive Officer.

### **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 degree in relevant field.
- One year 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.
- Possess 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
- 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 with first review of applications on September 18, 2020.**

**To apply, visit [www.TESSAcs.org/aboutTESSA/employment](http://www.TESSAcs.org/aboutTESSA/employment).**