



Child and Family Advocate – Domestic Violence Public Office and Emergency Shelter

Safe Shelter of St. Vrain Valley provides comprehensive domestic violence victim services, and is regarded by the community as a professional, stable, mission-driven organization governed by a dedicated volunteer Board of Directors and staffed by experienced professionals.

Safe Shelter is seeking a full-time Child & Family Advocate to join our team. We are looking for an individual who is passionate about the prevention of interpersonal and family violence, victim advocacy, child safety, and positive impact on the lives of others.

This individual is responsible for provision of overall crisis services with emphasis on support, individual and group counseling, advocacy, case management, and referral for children impacted by domestic violence and their non-offending parent.

We provide opportunities for ongoing professional development and training and the opportunity to improve our community and the lives of individuals affected by domestic violence.

Key Responsibilities:

This position functions as part of a team. Areas of responsibility may fluctuate or change; other duties may be assigned depending on the needs of the organization. Specific duties shall include, but are not limited to:

Provision of Advocacy to Safe Shelter Clients; both in our Public Office and Emergency Shelter:

- Provide crisis intervention and continuing support for children and non-offending parents
- Work with parents to develop effective responses to the needs of each child
- Meet weekly on an individual basis with children three years old to high school age
- Meet weekly on an individual basis with non-offending parents
- Facilitate age-appropriate groups for children
- Provide support for parents concerning the effects of domestic violence on children, child development, and effective parenting strategies
- Provide advocacy for children and families with a wide variety of community agencies

Provision of General Safe Shelter Services:

- Answer phones, take crisis calls, and provide advocacy, information, and referrals to callers
- Assist clients with intake paperwork, maintain client files, and help clients with safety planning
- Model appropriate behaviors and healthy interactions with adults and children
- Provide staff back up as needed

Other Duties:

- Train and supervise volunteers for the Child & Family Program.
- Continually identify and implement enhancements to service access and delivery
- Assist in creating and achieving program goals and objectives as required by funders
- Participate in regularly scheduled supervisory, staff and program meetings, client staffing and team meetings
- Network, consult and participate with community agencies on a continuing basis
- Submit daily/weekly/monthly statistical data in a timely manner
- Assist in on-site training and evaluation of new staff, interns and volunteers, as needed.
- Any other duties as assigned.

GENERAL QUALIFICATIONS:

- Ability to regularly use discretion and exercise independent judgment
- Knowledge and understanding of the physical, psychological and sociological issues involved in family violence
- Ability to work independently and as part of a team.
- Demonstrated experience in crisis intervention and one-to-one and group counseling with children and adults
- General knowledge of community resources
- Communicate effectively in speech and writing
- In addition, individual must possess a valid driver's license and telephone, and must be available for evening and weekend work

EDUCATIONAL QUALIFICATIONS:

Bachelor's Degree in counseling or related field, plus two year's work experience in human service delivery programs working with youth and children or any equivalent combination of education, work or life experience.

Fluency in Spanish a plus

POSITION STATUS: Full-time, Non-Exempt, 10am-6pm M/T/Th/F; 12-8pm Wednesdays. Occasional weekend work may be necessary to effectively meet the needs of program participants and organizational activities. This position is full-time at \$35,000 annually and includes generous benefits and paid time off (PTO).

Send Cover Letter & Resume to: jane@safeshelterofstvrain.org

We Are An Equal Opportunity Employer: It is the policy of Safe Shelter of St Vrain Valley to provide equal opportunity for all qualified persons and we will recruit, hire, train and promote into all job levels the most qualified individuals without regard to race, color, creed, religion, sex, national origin, ancestry, marital status, status with regard to public assistance, disability, age, sexual orientation, or other protected status under any federal, state, or local law.