**Position Description**
**The Women's Center, Inc. of Columbia/Montour**
**Child Outreach Advocate**

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Starting at $15.30 per hour

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***Job Summary:***
This position is a full time, defined as 40 hours per week, non-exempt position. The primary duties include provision of counseling (individual and group), advocacy and education/awareness activities for child participants. This position is also responsible for facilitating parenting groups. In addition, the Advocate is responsible for providing back up for the crisis hotline as required. Second shift hours may be required as needed. Shift differential applies to second shift hours. Weekend hours and some holiday hours required. On-call duties required. This is a non-supervisory position.

***Duties/Responsibilities:***

- Admit and orient children to the shelter.
- Assess the needs of children residing in shelter.
- Schedule regular occurring appointments with children (in and out of shelter) utilizing creative dramatics, non-competitive cooperative games, art activities, and communication enhancement.
- Provide counseling, advocacy, and support for all child participants of the counseling program.
- Develop and follow up on goal plan with parents regarding their children.
- Develop and facilitate groups for children (in and out of shelter).
- Work cooperatively to assist parents in enforcing house rules with their children.
- Provide exit-counseling session to children leaving the shelter.
- Develop and facilitate annual events for children, including but not limited to: Spring Fling, Fall Festival, and Summer Gateways Program.
- Develop and facilitate parent support groups.
- Staff crisis hotline, which primarily includes crisis counseling for sexual assault and domestic violence issues. Also provides information and referrals for hotline.
- Ensure the general housekeeping of the shelter.
- Address resident needs by providing them with adequate personal supplies.
- Follow general shelter procedures including room checks, security walk through, fire drills, pest prevention, etc.
- Initiate and complete, in a timely manner, all client related documentation.
- Participate in the on call system including response to crisis calls and the provision of accompaniment as required.
- Attend all required in-service, supervisory, and staff meetings as assigned.
- Carry out the duties of the position in a professional manner.
- Contribute to a positive work environment.
- Any other related duties assigned by their supervisor.

***Education/Experience/Skills:***

- High School Diploma or GED is required.
- One-year training and/or work experience in social services preferred.
- Ability to communicate effectively and be organized and flexible.
- Successful completion of the agencies' direct service training within ninety days of employment.
- Must have a valid Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Background Check, and FBI Criminal Background Check
- A valid Pennsylvania driver's license.

Additionally, this position requires the ability to remain calm and professional in a crisis and to relate to participants, staff, volunteers and Board Members with empathy and confidentiality. A commitment to working with victims/survivors, a dedication to the feminist model empowerment counseling, as well as a solid understanding of the issues involved in domestic violence and sexual assault must be demonstrated. This position requires the ability to work with people of diverse backgrounds and the ability to handle multiple tasks. A nonjudgmental attitude is required.