

## **CHILDREN'S RESIDENTIAL ADVOCATE**

**Schedule: Monday, Wednesday, Saturday, Sunday, hours 1:00-9:00p.m.**

**Rate: \$16.00 + benefits**

### **Scope of Duties:**

The Children's Residential Advocate is responsible for providing child and family related resource referrals (diapers, clothing, school information etc.). The Children's Residential Advocate will build and maintain relationships with community partners such as the school system, and is responsible for recruiting and maintaining Children's Intervention Program volunteers. The Children's Residential Advocate will provide shelter coverage when the Day advocate is not on duty and provide supplemental coverage when there is an overlap between staff.

### **Responsibilities**

- Ability to work with and assist clients regardless of sex, gender, sexual orientation, race, ethnicity, socioeconomic status, age and/or disability.
- Communicate and enforce guidelines and policies.
- Facilitate children's counseling and parenting group referrals to the DVRC Child and Youth Counselor.
- Work with Counseling Services to provide parenting case management, including referrals, resources and working with the school system.
- Provide parenting support and be available for parenting check-ins.
- Manage volunteers for the Children's Intervention Program, including:
  - Contacting possible volunteers and recruiting.
  - Conducting volunteer placement interviews.
  - Collecting required paperwork and fingerprints.
  - Submitting paperwork for volunteer background check.
  - Maintain up to date volunteer schedule.
  - Maintain volunteer database.
  - Address any volunteer issues that arise.
- Build relationships with community partners and agencies related to the Children's Intervention Program at Monika's House and attend meetings as needed.
- Follow all agency policies and VAWA and HIPPA compliant-policies related to sharing client information with law enforcement, DHS, courts or other agencies with whom the client is actively involved.
- When needed, provide coverage and assist with Day Advocate tasks including:
  - Answer crisis line and record stats. Answer Monika's House business line.
  - Conduct phone screenings when space is open. Discuss screenings with Day Advocate or Case Manager to make decisions about placements.
  - Complete placements with new clients as needed.
  - Respond to any crisis as needed and/or be available for client check-ins as needed.
- Ensure that all pertinent client data is entered into Osnum on a regular basis.
- Maintain a clean office and staff bathroom. Assist with house laundry if needed. May assist with cleaning and preparing rooms/beds that have been exited.

- As requested, sign off on completed chores. All chores are to be completed between 8AM-11AM and 9PM-11PM. On Monday night after chores are completed, rotate the chores for the week. Always take into account client's work schedule, and physical abilities. Some clients are unable physically to do certain chores and others may work most of the day and are unable to complete the bigger chores. Assign weekend deep clean chores Friday. Sign off on Deep Clean Chores by Sunday at 11pm.
- Complete the Fridge and Freezer Temperature Log, as requested.
- Other duties as assigned.

### **Qualifications**

- Supportive of the Domestic Violence Resource Center's mission.
- Must pass a criminal background check.
- Must complete the 40-hour Victims' Advocacy Training, as required by the State of Oregon, within 30 days of employment, or as soon as reasonable.
- Adhere to DVRC policies and procedures.
- May be asked to represent DVRC at public events, meetings, services, clubs, etc.
- Minimum of two years post high school education or relevant work experience.
- CPR/1<sup>st</sup> Aide certified within in 90 days of employment.
- Working knowledge of computers - Word, Excel, Power Point, email, internet.
- Excellent organizational and time management skills.
- Demonstrate knowledge and understanding of the dynamics in Intimate Partner Violence.
- Ability to provide strong leadership in crisis situations.
- Knowledge of local domestic violence, sexual assault, dating violence, stalking and social service organizations in Washington County.
- Ability to communicate effectively with clients and colleagues.
- Experience working with hostile clients.

### **Physical Requirements:**

- Manual Dexterity-Regularly
- Ability to sit and/or stand for long periods of time-Constantly
- Ability to bend, stoop, push or pull items weighing 25 pounds or less-Occasionally
- Walking-Ability to move within the office to access files, office machines, etc.-Regularly

### **Sensory/Cognitive Demands:**

- Hearing, listening, vision, speaking, thinking, memory/recall-Constantly

### **Working Conditions:**

- Work environment is in a home-like setting that has natural and artificial lighting. May be exposed to cleaning solvents, bloodborne pathogens, and animals. Position requires frequent use of steps, repetitive motion with keyboard and use of computer mouse. Property has a hilly driveway and caution is advised during rainy, icy, and or snowy conditions. May require driving on a regular basis. Overtime may be required.

Reasonable accommodation will be made for individuals with disabilities as required by the ADA and any other state laws and regulations. DVRC is an equal opportunity employer.