



Baraga County Shelter Home's mission is to develop, support, and promote efforts aimed at the elimination of all domestic violence, sexual violence, and stalking in Baraga County.

POSITION DESCRIPTION

POSITION TITLE:	Child Advocate
SUPERVISED BY:	Executive Director
SUPERVISES:	NA
STATUS:	Non-exempt, Part-time

MINIMUM QUALIFICATIONS:

1. Must possess High School Diploma or G.E.D.
2. Must have the ability to understand and maintain strict confidentiality.
3. Ability to communicate and work well with children, parents, and the public
4. Must be able to communicate and document effectively.
5. Knowledge of trauma response
6. Knowledge of community resources
7. Ability to provide services in keeping with the BCSH's mission and philosophy.
8. Strong empathy and empowerment skills.
9. Must possess a valid driver's license and pass DHHS Central Registry, Sex Offender Registry, and Criminal Background Check.
10. Must have received or be willing to receive the COVID-19 vaccination by date of hire. Proof of vaccination required.

PREFERRED QUALIFICATIONS:

1. Associates Degree in Human Services field

BASIC FUNCTION AND RESPONSIBILITY:

The Child Advocate is responsible for developing and implementing services and activities that respond to the unique needs of children and families exiting domestic violence in a trauma-informed and supportive setting.

DUTIES AND RESPONSIBILITIES:

1. Provide intake, crisis intervention, case management, advocacy, information, referral, and other support services with children of and residential and outreach clients.

2. Serve as liaison between shelter, school, and service providers to meet the needs of child participants. Participate in case conferencing, school and service provider meetings as requested to help determine service needs.
3. Help facilitate access to community resources for children, youth, and their parent, including access to childcare, enrollment in school, recreational activities, mental and emotional health support.
4. Coordinate supplies and/or donations for all children's programming.
5. Help develop, coordinate, and/or co-facilitate support groups for BCSH residents and in the community, childcare groups, and special events for children and youth.
6. Develop and coordinate on-site and off-site recreational activities and field trips.
7. Build and maintain relationships with partner organizations.
8. Help foster an atmosphere of support and safety for residents, staff, and volunteers with a trauma-informed care approach.
9. Maintain accurate and confidential case records, statistics, and daily activities records.
10. Participate in program and agency meetings and relevant trainings as required.
11. Provide residential shelter coverage as needed.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the only duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.