

<b>Job Title:</b>	School-Age Children's Advocate
<b>Reports To:</b>	Children's Program Manager
<b>FLSA Status:</b>	Full-time, Nonexempt, Regular
<b>Department:</b>	Children's Program
<b>Job Classification:</b>	3 – Direct Services. Starts at \$26.36/hour, and may increase up to \$34.86/hour over time.

## SUMMARY

The School-Age Children's Advocate plays a vital role in providing therapeutic care and curriculum-based activities to school-age children primarily between the ages of 6 through 12 years whose parent or guardian are engaged in YWCA advocacy services. This position works as part of the Children's Program team to provide comprehensive support to children and families, which includes planning and facilitation of curricula, assisting in the coordination and implementation of special activities and events, and providing family advocacy for families living in shelter and in the community. Additionally, this position is subject to working with children and youth of all ages, depending on program needs. This flexibility ensures that our services can cater to a wide range of age groups, meeting the diverse needs of the families we serve.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supports the holistic healing, resilience, and developmental growth of children impacted by domestic violence and other trauma.
- Develops, plans, and implements curriculum for children, ages 6-12 years old, in collaboration with Children's Program Manager and other program staff.
- Generates the "Children's Program Calendar of Events" monthly in collaboration with other Children's Advocates.
- Maintains a predictable and consistent rhythm in the program as well as expectations, boundaries, and guidelines.
- Plans, prepares, and serves nutritionally sound snacks to children
- Keeps kitchen and program areas clean and orderly
- Supervises groups of children of varying sizes.
- Guides children in learning, practicing, and mastering developmental skills by way of curriculum-based art and recreation activities, peer-interaction, and guided free-play.
- Coordinates and leads field trips and special events in collaboration with the Children's Program team.
- Helps children develop their own safety plan and build safety skills.
- Develops and maintains a clean, orderly, developmentally rich, and safe program space.
- Assists children with hygiene, including but not limited to washing hands and toileting, as needed.
- Helps to maintain program supplies and storage areas.
- Models, explains, and upholds Children's Program rules, policies and procedures to children and their parent or guardian.
- Adapts to changing program needs and available to work a flexible schedule, including some evenings, as needed.
- Provides backup in respite care support of infants and toddlers, as needed
- Works closely with program volunteers, including interns, and supports their service.
- Partners with parents in supporting the overall social, emotional, cognitive, and developmental health of their children.
- Provides family advocacy to meet the assessed needs of the children served (intakes, maintains client files, distribution of tangible goods, provides resources and referrals, coordination of services with school liaisons, advocates for children in educational and childcare systems).

**Pierce County**

- Works with community partner(s) to organize delivery of birthday celebrations for children.
- Ensures documentation of all activities is completed in a thorough manner and turned in to program manager in a timely fashion. Logs pertinent information for shift.
- Collects, tracks, records and reports output and outcome data; works with the Children's Program team to complete observations and assessments of children as part of an outcome-based evaluation system
- Participates in agency or community work teams, upon request, including committees, task forces, or event planning.
- Actively participates in weekly Children's Program meetings, All YWCA staff meetings, and scheduled internal trainings.
- Work collaboratively with the Children's Program team and other YWCA departments to meet program goals and provide support beyond assigned duties, as needed.

This is a general description of the responsibilities of the position, and it is not inclusive of all job duties; other associated duties may be assigned. Work situations are varied and require organization and prioritization. Position requires the ability to work independently. Internal contacts include all levels of staff and management. External contacts may include state and local public agencies and community organizations.

**OTHER KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge in the impacts of trauma on human development
- Ability to work from an open-minded, positive, non-judgmental, and empowering foundation
- Ability to work, communicate, and build relationships with diverse groups of people
- Ability to work collaboratively to meet program goals and provide support beyond assigned duties, including support of children and youth of varying ages.
- Ability to form trusting relationships with children and their parent or guardian
- Ability to model, explain, and uphold the rules, policies, and procedures the YWCA Pierce County
- Ability to role model positive skills and attitudes to children and parent or guardian
- Ability to facilitate and safely supervise groups of children and youth
- Ability to maintain predictable and consistent expectations, boundaries, and guidelines along with confidentiality as appropriate when providing direct services to children
- Ability to manage multiple tasks under pressure
- Ability to work collaboratively and as part of a team effectively with a diverse group of people
- Ability to easily adapt to different situations
- Ability to work a flexible and varied schedule, including evenings and weekends when needed
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to apply broad concepts appropriately and consistently to varied situations
- Commitment to YWCA vision, mission, and values
- Proficient in Microsoft Office applications

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities of staff but may support the roles of volunteers in the program.

### **EDUCATION and/or EXPERIENCE**

- Demonstrated understanding of child development and impact of trauma on children.
- Associate degree with relevant course work in childcare, child development or services, and/or social work; OR
- Two years of relevant experience working with children in a related field: OR
- Equivalent combination of education and experience.

### **OTHER QUALIFICATIONS**

- Must have the ability to transport self in and around Pierce County. If that includes driving your own vehicle, then must possess current and valid Washington State Driver's license and insurance per Washington State Law
- Acceptable criminal history record
- CPR & First Aid Certification or obtained within the first 90 days of employment.
- Food Worker Card or obtained within the first 90 days of employment.
- Completion of required new employee training and onboarding within the first 90 days of employment

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, but can often be loud (multiple children playing, yelling).