

**Job Title:** School-Age Children's Advocate  
**Reports To:** Children's Program Manager  
**FLSA Status:** Full-time, Nonexempt, Regular  
**Department:** Children's Program  
**Job Classification:** 3 – Direct Services

## **SUMMARY**

The School-Age Children's Advocate provides therapeutic care and curriculum-based activities with school-age children (ages 6-12 years) whose parent(s) are engaged in YWCA advocacy services. This position works with the Children's Program team to plan and facilitate curricula, assists in coordinating and implementing special activities and events, and also provides family case management.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supports the holistic healing, resilience, and developmental growth of children/youth impacted by Domestic Violence and other trauma.
- Develops, plans, and implements curriculum for children ages 6-12 years, in conjunction 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/youth.
- Supervises groups of children/youth of varying sizes. Guide children/youth 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.
- Helps children/youth develop their own safety plan and build safety skills.
- Develops and maintains a clean, orderly, developmentally rich, and safe program space.
- Helps to maintain program supplies and storage areas.
- Models, explains and upholds Children's Program rules, policies and procedures to children and their parent(s).
- Adapts to changing program needs and available to work a flexible schedule, as needed.
- Provide Respite Care support, as needed.
- Work closely with program volunteers and supports their service.
- Partners with parents in supporting the overall social, emotional, cognitive, and developmental health of their children
- Provides case management to meet the assessed needs of the children/youth served (intakes, maintains client files, distribution of tangible goods, provides resources and referrals, advocates for children in educational and child care systems).
- Organization of birthday celebrations for children/youth.
- 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.
- Works with the Children's Program team to complete Child Observations as part of an Outcome Based Evaluation system.
- Collects, tracks, records, and reports output and outcome data.

- 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; additional tasks may arise in the course of work that are related to this job description.

#### **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to work, communicate, and build relationships with a broad range of people
- Ability to work collaboratively to meet program goals and provide support beyond assigned duties
- 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, youth, and parents
- 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 and 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.

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

- Associates' Degree with relevant course work in child care, child development or services, and/or social work;
- Minimum of two years of experience working with children in a related field:
- Equivalent combination of education and experience.

### **OTHER QUALIFICATIONS**

- Must have 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 as well as insurance per Washington State Law
- Acceptable criminal history record
- CPR & First Aid Certification
- Completion of Domestic Violence Victims Services Training within first year 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).