



JOB DESCRIPTION CHILDREN'S ADVOCATE

FUNCTION: Responsible for the delivery of the Greenhouse Shelter children's programming, including counseling, education, and prevention components of services.

FT/PT: Full-time

CLASSIFICATION: Exempt

REPORTS TO: Shelter Director

Responsibilities

1. Maintains consistently scheduled weekly children's programming.
2. Organizes social, recreational and educational experiences in the Chicago area for the residential children of Greenhouse Shelter.
3. Develops, in cooperation with the primary counselors, opportunities for parent-child experiences and family conferences to enhance family and life management skills.
4. Participates in the training of volunteers for the children's program.
5. Makes recommendations and assists Counselor/Advocates in development of appropriate aftercare referrals and follow-up for children
6. Develops and maintains educational materials for the direct service staff as related to the provision of children's services.
7. Maintains a caseload as work requirements dictate and interacts with the Family Trauma Therapist to ensure appropriate services for families with special needs.
8. Routinely provides individual, family and group counseling/education.
9. Maintains and enhances community linkages with relevant agencies/programs; acts as liaison to community for enrollment in school, after-school and summer programs.
10. Completes and maintains client and service provision records as required; routinely reviews children's files as assigned; ensures that required school records are complete.
11. Routinely participates in data collection and preparation of reports.
12. Monitors service provided to children on an ongoing basis to ensure it meets client and community needs, as well as conforms to agency goals, policies and program outcome measures.
13. Participates in assigned trainings and community/government committees, activities and networks affecting the services provided to children.
14. Other responsibilities as assigned.

Qualifications

1. Bachelor's degree in related field or minimum three years' experience working with



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children.

2. Demonstrated knowledge in childhood development.
3. Dedication to empowerment of women and children, as well as a commitment to and understanding of anti-oppression and social justice work.
4. Strong assessment and counseling skills, with a focus on trauma-informed service provision.
5. Excellent interpersonal and communication skills (written and verbal).
6. Demonstrated ability to work independently and cooperatively.
7. Capacity to work effectively with others of diverse ages, languages, races, ethnicities, sexual orientation, religious beliefs, mental/physical abilities, and socioeconomic status.
8. Availability to work a flexible schedule that may include evenings, nights, weekends and holidays.
9. Proficiency in MS Office applications including Word, Excel, PowerPoint, and Outlook.
10. Highly preferred: Bilingual/bicultural; familiarity with community resources; crisis intervention experience; completion of 40-Hour Domestic Violence Training at an ICDVP-approved site.
11. Helpful: Experience interacting with social services, schools and summer camps.