

Centre Safe
Children's Advocate / Parent Counselor

Reports to: Director of Counseling and Advocacy

Status: Full-time

Typical Work Hours: 40 hr work week; M-F; Between 8am and 5pm with occasional evening hours

FLSA Classification: Non-Exempt

Grade: B

Revision Date: January 2020

Organizational Expectations:

All employees at Centre Safe will demonstrate a commitment to our Core Values:

1. Commit to empowering survivors through trauma-informed and client-centered services that are intentionally equitable, inclusive, diverse, confidential and professional, and responsive to identified client and community needs.
2. Eliminate violence by challenging the structural inequalities and oppressions that perpetuate gender-based violence, recognizing intersectionality in the ways violence is experienced by survivors and the wider community.
3. Enhance and value our human resources through ethical stewardship of the knowledge, expertise, lived experience, and courage of spirit of the staff, volunteers, and directors, as well as our financial resources, facilities, and community relationships.

Employees are expected to become familiar with the *Centre Safe Employee Handbook* and abide by the policies within it.

All Centre Safe employees and Counselor/Advocate volunteers are Mandated Reporters of child abuse and will obtain the required clearances upon employment. All Centre Safe employees and volunteers will maintain and uphold client confidentiality under Pennsylvania State Law, specifically 23 PA C.S. 6102 and 42 PA CSA Sec. 5945.1.

Job Summary:

To provide trauma informed counseling and advocacy services, including legal advocacy, to child and adult survivors and significant others of domestic violence, sexual assault, and stalking.

Essential Responsibilities:

As the Children's Advocate

- Provide direct services to the children of Shelter residents and Transitional Housing clients, including, but not limited to individual and group counseling, development of service plans, advocacy and referral with local schools and agencies, facilitating weekly evening drop-in group for children, implementing children's activities on a weekly basis, and assisting with meeting childcare needs as they arise.
- Develop and maintain contact with community groups, individuals, and agencies that provide services and resources to sexual and domestic violence survivors, particularly children.

- Serve as an advocate for children victimized by domestic and sexual violence to and with those groups, individuals, and agencies.
- Maintain a child space with age-appropriate toys at the shelter.
- Provide direct services as one of Centre Safe's victim advocates at the Children's Advocacy Center.
- Assist the Counseling and Advocacy Team, with children related needs, such as counseling and court accompaniment.
- Meet with parents and children within 24-48 hours of intake to assess needs and offer resources.
- Regularly attend shelter team meeting for case management.

As the Parent Counselor

- Provide parenting counseling, support, service plans, and information and referral services to shelter parents and other program participants.
- Advocate with parents on behalf the child.
- Develop and implement support groups and educational programs for parents in Centre Safe's programs.
- Assist with the provision of VOCA-funded services, including but not limited to assistance with filing Compensation Claims (VCAP), criminal justice support/advocacy, crisis counseling, emergency financial assistance, emergency legal advocacy, follow-up counseling, in-person information and referral, case management, hotline, personal advocacy, shelter/safe house, support groups, and telephone contact information and referral.

Other Responsibilities:

- Participate in an emergency rotation schedule for the hotline and maintain client confidentiality.
- Assist in providing training to volunteers.
- Assist the Director of Shelter Services with development and evaluation of resources for parents and children.
- Maintain accurate records and statistics.
- Attend staff meetings, team meetings, and case management meetings as needed.
- Maintain current knowledge in the field and attend seminars/workshops to increase professional knowledge and effectiveness.
- Participate in Centre Safe committees and/or teams when appropriate.
- Other VOCA duties as assigned

Qualifications

- Bachelor's degree and a minimum of two years of experience working with parents/children required.
- Computer proficiency at a basic level, including the ability to conduct website searches, navigate through programs and multiple screens, perform data entry, and use common word processing, email, calendar and spreadsheet programs (Microsoft Office programs preferred)
- Must obtain, and maintain, required Criminal History, Child Abuse, and FBI clearances
- Must successfully complete Centre Safe's Volunteer Advocate Training post-employment

- Maintain a valid driver's license and access to reliable vehicle, in order to drive self to other locations throughout Centre County
- Ability to communicate effectively with clients and across various levels of the organization.

Working Conditions: Works with a variety of teams including the Counseling and Advocacy team, Residential Services Team, and Outreach and Education Team. Office setting in professional work environment.

Supervisory Responsibility: No supervisory responsibilities

This job description is not a comprehensive list of all actives, duties or responsibilities and may change without advance notice. This job description is also not a contract for employment and does nothing to change the at-will status of employment. The employer is an Equal Opportunity Employer.

Employee Name _____
Date _____

Signature _____