



## Children's Programming Advocate

**Reports to:** Program Director

**Department:** Program

**FLSA Status:**  Exempt  Non-Exempt

**Status:**  Full Time  Part Time

Hourly  Salary

**Position Summary:** The Children's Programming Advocate is responsible for providing supervision and leading a quality structured children's program for children in the Next Step Ministries Emergency Safe House due to domestic violence and/or sexual assault. Additionally, they will provide support and advocacy services to residents at the safe house as well as ensure safe and secure operations of the safe house.

### Responsibilities:

- Develop and lead the implementation of a structured and nurturing children's program for children ages 5 and up.
- Provide Program Director with a monthly calendar of events including outings and activities for children in the Safe House
- Assist parents in developing safety plans with children
- Collaborate with Case Manager and identify any special needs or concerns regarding a family and ensure each child and/or family receives the necessary resources and support
- Collaborate with House Coordinator in planning and executing activities for children and their families
- Answer the 24 hour crisis line and assist callers
- Assess immediate crisis needs of residents and address them appropriately
- Facilitate problem solving and provide crisis intervention services to residents as necessary
- Promote positive interactions between adults and children in the safe house
- Responsible for maintaining accurate shift reports and records
- Assists with keeping the safe house clean and safe
- Attend staff meetings and trainings
- Maintain confidentiality of residents and follow the confidentiality policy of Next Step Ministries, Inc.
- Other duties as assigned by the Program Director or Executive Director

### Professional Qualifications:



- Experience in the Human Service and/or Social Work field
- Demonstrate working knowledge of Domestic Violence and Sexual Assault and their impact on families
- Experience in working with children and families
- Must have a valid driver's license
- Ability to work independently with minimal supervision
- Good oral and written communication skills
- Must be a team player
- Minimum of 20 hours of domestic violence training
- Bi-Lingual preferred