



DOMESTIC ABUSE INTERVENTION SERVICES

Volunteer Child and Youth Advocate *Position Description*

TIME COMMITMENT: Child and Youth Advocates must be able to volunteer at least one shift per week. Shifts are available during weekdays, weeknights, and on weekends and are generally 1.5 to 2 hours long. (Please note due to reopening after COVID 19, shifts may limited temporarily). Completion of DAIS New Advocate Training, Child and Youth Advocacy Training, and three observation shifts are required prior to starting this position. Attendance at in-services and monthly Child and Youth Advocate meetings is strongly encouraged. Bilingual candidates are encouraged to apply.

GENERAL RESPONSIBILITIES: Child and Youth Advocates provide children and youth affected by domestic abuse with opportunities to engage in positive activities in a safe and structured environment. Child and Youth Advocates work with children and youth of various ages, ability levels, and backgrounds who are either current residents of our shelter or whose parents are utilizing our community services. As DAIS staff, child and Youth Advocates must adhere to agency and program policies and procedures.

SPECIFIC RESPONSIBILITIES:

- Assist facilitating age-appropriate groups and activities for children and youth.
- Be responsible for maintaining the order and cleanliness of spaces used for children's programming.
- Assist with program tasks, such as creating activity packets.
- Consistently report and arrive on time for designated shifts. If you are unable to report, you must contact the Parent, Child and Youth Advocacy Manager and attempt to find a replacement.
- Immediately report suspected or actual physical, emotional and/or sexual abuse of any child to the Program, Child and Youth Advocacy Manager or an appropriate staff member.
- Be responsible for the safety of the children in your care. Take the appropriate first steps in an emergency.
- Maintain professional conduct and engage appropriate client interactions.
- Model non-violent conflict resolution and use non-violent forms of guidance and discipline.
- Complete all paperwork as required.
- Communicate with the on a regular basis regarding your experience at DAIS, programming, etc.
- Be sensitive to your own emotional needs and do what is necessary to take care of yourself. Maintain appropriate boundaries.
- Be free of alcohol and other drugs when you are on your shift.
- Perform other duties as assigned.

SPECIFIC DAIS RESPONSIBILITIES:

- Train advocates in the skills necessary to perform required duties.
- Provide ongoing training and information.
- Be available for consultation and support.
- Provide reference letters and/or documentation of volunteer hours for employment and education purposes. These letters will be written based on the knowledge and experience of the advocate's work and documentation in the advocate's file.
- Make reasonable accommodations for advocates with disabilities who would like to assist with children's programming.

QUALIFICATIONS:

- Must be at least 18 years of age.
- Must demonstrate informed sensitivity to the issue and experience of domestic abuse and the ability to respond effectively to people in crisis.
- Must demonstrate experience working with diverse populations.
- Must be able to adequately care for and supervise children.