



Child and Youth Advocate *Position Description*

TIME COMMITMENT:

Child and Youth Advocates must be able to work at least one shift per week. Shifts are available during weekdays, weeknights, and on weekends and are generally 1.5 to 2 hours long. Completion of a 26-hour New Advocate Training, a 3-hour Parent, Child and Youth Advocacy Program Training, and three observation shifts are required prior to starting this position. Attendance at in-services and Parent, Child, Youth Advocacy (PCYA) program meetings are strongly encouraged.

GENERAL RESPONSIBILITIES:

Child and Youth Advocates provide children affected by domestic abuse with opportunities to engage in positive activities in a safe and structured environment. Child and Youth Advocates work with children of various ages, ability levels, and backgrounds who are either current residents of our shelter or whose parents are utilizing other DAIS services. Child and Youth Advocates must adhere to strict confidentiality, PCYA program procedures, Volunteer procedures, and the agency's Code of Ethics.

SPECIFIC RESPONSIBILITIES:

- Assist in planning and facilitating age-appropriate group activities for children and youth.
- Consistently report for and arrive on time for assigned 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 Parent, Child, and Youth Advocacy Manager, or to another DAIS Manager, Coordinator, or staff member.
- Be responsible for the safety of the children in your care. Take the appropriate first steps in an emergency.
- Model non-violent conflict resolution and use non-violent forms of guidance and discipline.
- Be responsible for maintaining the order and cleanliness of spaces used for PCYA programming.
- Complete all paperwork as required.

- Communicate with the PCYA Program Manager 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 with DAIS clients and their children.
- Do not arrive for your shift under the influence or in possession of alcohol and/or illegal drugs or use these substances while on DAIS premises.
- Perform other duties as assigned.

DAIS' RESPONSIBILITIES TO CHILD AND YOUTH ADVOCATES:

- Train advocates in the skills necessary to effectively staff the PCYA Program.
- 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 PCYA Program Manager's 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 PCYA programming.

QUALIFICATIONS:

- Must be at least 18 years of age.
- Must demonstrate informed sensitivity to the issues and experiences of domestic abuse victims and their children and must demonstrate an 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.
- Must successfully undergo a comprehensive background check that includes fingerprint requirements to ensure the safety of children.
- Bilingual candidates are encouraged to apply.

TRAINING:

- 26-hour New Advocate Training (NAT).
- Additional Child and Youth Advocate program training is required.
- Observation shift(s) required.