

**Anew: Building Beyond Violence and Abuse  
Job Posting**

<b>Title:</b> Children’s Advocate	<b>Department:</b> Counseling
<b>Type:</b> Part-Time	<b>Reports To:</b> Director of Counseling
<b>Classification:</b> Non-exempt	<b>Supervises:</b> N/A

**Job Summary:**

The Children’s Advocate is a member of the Anew: Building Beyond Violence and Abuse Counseling program and will work primarily with families involved in our two housing programs, Anew's site based Transitional Housing program and Anew’s off site Rapid Rehousing program. This person will work with children impacted by domestic violence as well as by the family’s homeless situation. The primary responsibility of this role is to work collaboratively with the Family Counselor and housing staff in teaching social/emotional skill development including self-regulation to children in a group setting, in family sessions, and/or individually with each child. This is achieved through coordinated in-home services as well as in therapeutic childcare groups in the Transitional Housing playroom. The individual in this position is responsible for the well-being of the children when in their care and will arrange age-appropriate activities for them to utilize. Planning, set up and clean up before and after sessions are required. The Children’s Advocate will also assist with office administrative duties when not providing direct services with all tasks geared towards the success of the programs as well as safe and sanitized play spaces for children.

Our ideal candidate for this position is personable, friendly, energetic, organized, enjoys working with children, has a trauma-focused approach, and has a flexible schedule. This individual is expected to bring new ideas and creativity to their work as well as adapt to the ever-changing plans and needs of the program. They must have the ability to demonstrate empathetic, non-judgmental attitudes towards people impacted by domestic violence and other trauma. The Children’s Advocate is a team player working collaboratively with the counseling and housing departments to support the needs of the families served.

**Duties and Responsibilities**

- Comply with the Counseling and Housing Program Manuals.
- Collaborate with the Family Counselor and Housing staff to provide coordinated services for children residing in Anew’s housing programs.
- Collaborate with the Family Counselor regarding the implementation of treatment plans for children residing in Anew’s Transitional Housing program.
- Provide home-based supportive services to children ages birth to 17 years.
- Plan and facilitate therapeutic childcare activities for children within the Transitional Housing program.
- Prepare and clean up childcare space before and after sessions including sanitizing and organizing toys.
- Provide a nurturing and safe environment for children served.

- Implement non-violent, trauma-informed discipline as needed and refrain from all forms of physical punishment.
- Report any incidents or concerns to Anew staff and parents.
- Maintain professional relationships with parents and children in the programs.
- Clerical work as assigned such as filing, making copies, etc.
- Complete, submit and file required case documentation by established deadlines.
- Complete and submit weekly employment-related paperwork and monthly reports to the Program Director/Supervisor as required.
- Assist with collection of donations, fundraising efforts, client activities, and special projects as needed.
- Participate in training as required by job responsibilities and funders through approval process.
- Participate in and represent Anew at various networking and outreach events and committee meetings as assigned.
- Attend Counseling staff meetings and Housing staff meetings as assigned.
- Attend Anew All-Staff meetings.
- Work with other Anew and Counseling staff to maintain open communication and develop a team approach.
- Other duties as assigned.

#### **Qualifications**

- Associates degree or relevant experience in child development, case management or related field.
- At least 1 year of experience working with children preferred.
- Fluency in both spoken/written Spanish and English preferred.
- Completed 40 Hour Domestic Violence Training. Will be provided by Anew as needed.
- Knowledge of child development preferred.
- Knowledge of the effects domestic violence has on children and trauma informed care preferred.
- Strong written and verbal communication skills and interpersonal skills.
- Strong problem-solving skills and ability to take initiative.
- Strong organizational and time management skills.
- Ability to work independently and as a team member.
- Ability to handle sensitive information in a confidential manner required.
- Ability to demonstrate the values of Anew.
- Must be able to operate general office equipment.
- Must be able to stand/walk for periods of time and lift up to 25lbs.
- Reliable transportation, proof of insurance, and a valid driver's license preferred.
- Flexibility in working daytime and evening hours.

**Compensation and Benefits**

The hiring range for this position is \$20.62-\$24.48 an hour for up to 15 hours per week. A \$1.00 differential is provided for Spanish speaking hires. This position is eligible for Aflac benefits. In addition, this position is eligible to participate in our 403(b) plan with 3% company matching.

If you are interested in applying for this position, please email your cover letter and resume to [careers@anewdv.org](mailto:careers@anewdv.org).

Anew is an equal opportunity employer and values a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, genetic information, age, disability status, veteran status, or any other category protected by law.

For more information about Anew: Building Beyond Violence and Abuse, please visit our website at <https://anewdv.org/job-opportunities/>.