



## Job Description

**Job Title:** Children's Advocate

**Department:** Residential Services/Sand Point

**Supervisor:** Children's Services Manager

**Union Affiliation:** OPEIU  
(Associated dues will apply)

**Status:** Non-Exempt

**FTE:** 0.8

**Salary Grade:** 25

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Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and build skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies, and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice, and supporting our entire community to reach its potential. As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened and as such we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency and encourage staff to fully engage in those activities

## Job Summary

The Sand Point Children's Advocate will work on-site with previously homeless families living in permanent housing at Sand Point, providing open-ended, culturally competent, individually tailored service coordination for children, youth and families; providing support with resources, advocacy based counseling and other services. The Children's Advocate is responsible for developing and implementing services and activities that respond to the unique needs of

formerly homeless children, youth and families residing at Sand Point. In addition, the Children's Advocate will function as part of a team of service providers that will develop on-site and community-based programming in evening and weekend schedules needed to respond to identified barriers preventing family transition to self-sufficiency, with an emphasis on children's services.

## **Essential Responsibilities, Duties and Tasks**

**Case Management:** Provide crisis intervention, case management, advocacy, and other support services with children and youth residents. Participate in case conferencing, school and general provider meetings as requested to help determine service needs. Help develop and implement effective services for children, youth and families that address the impact of homelessness, domestic violence, racism and poverty, child abuse and substance abuse prevention, child development, positive parenting and self-esteem enhancement. Maintain complete and confidential case records and documentation.

**Groups and Activities:** Help develop, coordinate, and/or lead support groups, childcare, and special events for children, youth, and families. Develop and coordinate on-site and off-site recreational activities and help facilitate access to community resources. Assist with volunteer orientations and coordination.

**Program Coordination:** Coordinate special programs such as December holiday giving, including determining family needs and wants, recruiting community donors, coordinating receipt, distribution and donor recognition.

**Resource Coordination:** Coordinate outside daycare needs and infant/toddler supplies and donations for all residents including assistance with childcare/early learning program application and enrollment. Maintain updated resource lists and program database.

**Teamwork:** Participate in program, department, Solid Ground agency and Sand Point meetings and relevant trainings as required. Participate in the Solid Ground Anti-Racism Initiative as part of client services and professional development. Attend other community provider meetings that provide assistance and advocacy to homeless families as appropriate to network, and increase knowledge of local resources.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

## **Education and Experience**

*Requires one of the following:*

- a) Three years of direct social service experience, including at least one year of experience serving low-income families, children and youth **OR**
- b) Bachelor's degree in child development/education or a related field and at least one year of direct social service experience, including experience serving low-income families, children and youth **OR**
- c) Any combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position.

*Also requires:*

- Experience facilitating groups for children, youth and adults
- Experience with crisis intervention, conflict resolution, child development, coordinating services with families and children.
- Experience addressing a variety of social issues such as homelessness, child development, mental health, trauma, domestic violence and substance abuse, and knowledge of local resources available to assist children, youth and families impacted by these issues

## **Minimum Qualifications:**

- Excellent communication skills, both oral and written
- Good organizational and record keeping skills, including the ability to maintain accurate and confidential files
- Ability to work individually in a self-directed manner and as part of a team
- Self-motivated with an ability to problem-solve and prioritize
- Basic knowledge of computer software (Microsoft Word, Excel, Outlook and database systems)
- Willingness and ability to work with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, and of all ages
- Access to reliable transportation, valid driver's license, vehicle insurance that meets Washington State's minimum guidelines and the ability and willingness to utilize car to travel throughout King County
- Ability and willingness to work some evenings and weekends to respond to client needs.

## **Desired Qualifications:**

- Bilingual in Spanish or any other languages

**Physical Demands/Working Conditions:** This position works in an office setting 40% of the time and 60% in the field. Employee spends 10% of office time in meetings, 10% of the time on the phone, and 20% of the time on the computer. In the field, employee spends 60% with on-site family meetings. Position requires employee to lift/carry 5-10 pounds occasionally and push/pull 5-10 pounds seldom, 1-5 pounds frequently. Position requires some evening and weekend coverage. Position has the ability to sit/stand as needed. Stairs and walking required. The position is required to work on-site.

**Hours & Compensation:** This is a regular, union position expected to work Tuesday-Saturday, approximately 6.5 hours per day. **Pay starts at \$24.81-29.74 per hour plus benefits.** Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts. Solid Ground employees may be eligible for a standard annual increase. The amount may be determined by an employee's union membership.

**Solid Ground is an equal opportunity employer committed to workplace diversity, equity, and inclusion. We do not discriminate based on sex or sexual orientation, gender, age, race, ethnicity, religion, marital status, national origin, disability, or veteran status.**