



## Job Opening at Solid Ground

**Job Title:** DV Children's Advocate

**Department:** Residential Services/Broadview Shelter

**Supervisor:** Children's Services Supervisor

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

**Status:** Non-Exempt

**FTE:** 1.00

**Salary Grade:** 208

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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

Broadview is a 24-hour facility providing emergency shelter (10 units), transitional housing (21 units) and trauma informed support services to women, children and youth whose lives have been disrupted by family violence, substance abuse, inadequate medical and mental health care, long periods of family separation, child abuse and neglect and poverty. Support services include on site crisis intervention, case management and advocacy-based counseling, legal advocacy, information and referral, and long-term stabilization services. The Children's Advocate is responsible for

developing and implementing services and activities that respond to the unique needs of children, youth and their parent experiencing homelessness due to domestic violence residing at Broadview.

## **Essential Responsibilities, Duties & Tasks**

**Advocacy:** Provide intake, crisis intervention, case management, advocacy-based counseling, information and referral, 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 parents 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. Help facilitate access to community resources for children, youth, and their parent, including access to childcare, enrollment in school, school transportation (provided by school districts), recreational activities, mental health support and more. Coordinate supplies/donations for all shelter and transitional youth.

**Coordination:** Help develop, coordinate and/or lead age-specific support groups for Broadview residents and in the community, childcare groups and special events for children and youth. Develop and coordinate on-site and off-site recreational activities and field trips. Build and maintain relationships with partner organizations.

**Collaboration:** Duties below are shared between the Child Advocates as determined by staff and Children's Services Supervisor:

- Recruit, screen, orient, train, supervise and evaluate volunteers assisting in the children and youth program. Plan volunteer recognition events and appreciation. Maintain paperwork and files.
- Coordinate May and December holiday giving for 31 shelter/transitional households including determining family needs and wants, recruiting community donors, coordinating receipt and distribution and donor recognition
- Maintain updated data resource lists

**Support:** Help foster an atmosphere of support and safety for residents, staff, and volunteers with a trauma-informed care approach. Help maintain order and security in the buildings and communicate/enforce program policies and procedures. Provide front desk coverage as needed.

**Organization:** Maintain accurate and confidential resident case records, statistics, and daily notes. Participate in program, department and agency meetings and relevant trainings as required.

*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 & Experience.**

*Requires the following:*

- a) Three years of direct social service experience, including at least one year of experience serving low-income women, children, and youth.
- b) Associate'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 women, children and youth. One-year additional relevant experience can be in lieu of degree.

## **Minimum Qualifications:**

- **A minimum of twenty hours of basic domestic violence training that covers theory and implementation of empowerment-based advocacy, history, confidentiality, safety planning, etc. per WAC 388-61A-0350**
- Experience facilitating support groups for children, youth and adults
- Experience with crisis intervention, conflict resolution, child development and case management services with women and children and with providing advocacy-based counseling services to victims of domestic violence
- Paid and/or volunteer work experience with emergency shelters, transitional housing programs, and/or other residential programs
- Excellent communication skills, both oral and written
- Good organizational and record keeping skills, including the ability to maintain accurate and confidential files
- Ability to recruit, train, coordinate and supervise volunteers
- Excellent problem solving, facilitation and conflict resolution skills
- Ability and willingness to work individually in a self-directed manner and as part of a team
- 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
- Familiarity with issues of homelessness, structural racism, domestic violence, child abuse and sexual assault, and knowledge of local resources available to assist children, youth and women impacted by these issues
- Valid driver's license, and willingness to drive program van as needed throughout King County
- Basic knowledge of computer software (Microsoft Word and Outlook)

**Physical Demands/Working Conditions:** This position works in a crisis-oriented shelter environment, 55% of the time with clients, 35% of the time on a computer, and 10% time in the field driving, and attending meetings. Work may be interrupted by the immediate needs of a client in crisis. Work involves physical movement throughout the facility and the ability to climb 4 flights of stairs. Position requires employee to lift/carry 20-40 pounds frequently, and push/pull up to 100 pounds

occasionally. Position requires the ability to sit on floor and climb and reach above head to get items off shelves. Position has the ability to sit/stand as needed.

**Hours & Compensation:** Some early evening and weekend shifts as deemed necessary by the supervisor in fulfillment of program objectives and planned. This is a 40 hour a week position. Broadview is a 24/7 shelter, with shifts staggered throughout the day, early evenings and some weekend events. This is a union position starting at **\$31.67 per hour plus benefits**. Salary range \$31.67-\$41.79. 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. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status***

**Survivors of domestic violence are encouraged to apply.**