

Children's and Youth Advocate

Position Summary

In partnership with Life House and PAVSA, provide care, enrichment activities, advocacy and support for trafficked and sexually exploited as the need arises. These responsibilities will also apply to children and youth staying at Safe Haven with their mothers.

Essential Functions

Commitment to Safe Haven's Core Values and other duties as assigned:

Empowerment: Creating independence through education, respect and awareness by putting the needs of the women and her children first.

- 🔥 plan one-to-one support time with youth in shelter through the Safe Harbor program as well as children in shelter with their mothers
- 🔥 educate youth on domestic violence, sexual assault, trafficking and the like
- 🔥 make calls and communicate on behalf of trafficked youth, as well as the mothers and children served by Safe Haven
- 🔥 maintain professional boundaries with all clients
- 🔥 provide transportation for clients as needed
- 🔥 assist trafficked youth, women and their children in goal-setting
- 🔥 manage competing priorities
- 🔥 advocate on behalf of trafficked youth and children in shelter
- 🔥 access to a vehicle to use for work, a driver's license and insurance coverage (liability limits required by Safe Haven)
- 🔥 bring youth, women and their children to, and assist them during appointments such as school, medical, employment, housing or other appointments important to achieving their goals as requested
- 🔥 motivated to do the best work possible for the youth, women and children served by Safe Haven programs

Safety: Striving to overcome fear and create a safe environment for all.

- 🔥 initiate client contacts, and introduce and orientate trafficked youth, children and their mothers to the shelter
- 🔥 provide a Safety Plan for each trafficked youth served through the Safe Harbor program
- 🔥 maintain "Teen Room", children's play area (indoors and outside) and Children's Advocate office
- 🔥 comply with MN Mandated Reporting Statute
- 🔥 record and document all injuries to trafficked youth and children as well as incidents involving youth and children
- 🔥 effectively respond to crisis situations and function well under pressure
- 🔥 assist trafficked youth and children in crisis
- 🔥 evaluate requests for shelter following Safe Haven's criteria for admittance
- 🔥 supervise youth and children while their mother completes Safe Haven's intake or other paperwork
- 🔥 maintain shelter security at all times
- 🔥 lift and carry small children (up to 30 pounds)
- 🔥 ability to physically attend to the various needs of the shelter
- 🔥 ability to climb a flight of stairs

Equality: Working toward justice and shared power.

- 🔥 create and facilitate support groups for trafficked youth and children from toddlers to teens
- 🔥 plan and maintain educational support and enrichment programs for youth in the shelter
- 🔥 respond effectively to business, crisis and support calls
- 🔥 role model positive behavior, interactions, conflict resolution etc. for our clients and the community

- 🔥 employ strong ethical values
- 🔥 ability to work supportively with youth, women and their children

Teamwork: Collaborating with trust, integrity, passion and competence to reach our goals.

- 🔥 assist youth, children and their mothers with goal setting including, but not limited to developing, assessing and reviewing goals on a weekly basis
- 🔥 maintain up-to-date records, individual files, logs, and all other necessary forms including recording statistics and keeping electronic files in the Apricot data tracking system used agency-wide
- 🔥 attend all weekly staff meetings and additional trainings as assigned by the Shelter Supervisor
- 🔥 read and communicate through email and other means with all other Safe Haven employees on a daily basis, and other agencies as necessary
- 🔥 adhere to agency personnel policies
- 🔥 maintain professional boundaries with co-workers
- 🔥 attend all weekly staff meetings and additional trainings as assigned by the Shelter Supervisor
- 🔥 maintain cleanliness of the shelter common areas, Advocacy Office and other areas as needed
- 🔥 apply strong written, verbal and interpersonal communication skills
- 🔥 exercise computer skills including, but not limited to, word processing, data entry, spreadsheets, and email
- 🔥 ability to fill a variety of shifts which may include evenings, nights and weekends
- 🔥 attend all assigned shifts, or find a replacement when necessary upon Supervisor's approval
- 🔥 make beds, light cleaning, and the like
- 🔥 utilize effective organizational skills
- 🔥 demonstrate consistency and dependability in regard to scheduled shifts and/or work hours
- 🔥 impeccable ability to follow through with assigned, and/or self-directed tasks
- 🔥 offer creative suggestions for improvement, growth and/or expansion of policies, procedures and programs
- 🔥 efficiently perform other duties as assigned by Supervisor

Compassion: Providing support and resources with non-judgmental advocacy.

- 🔥 act as a liaison with other agencies serving trafficked youth, children and their mothers and provide referrals to service agencies as necessary
- 🔥 provide all aspects of childcare from birth through teenage years including, but not limited to, indoor and outdoor play, diaper changing, meal time, nap/ quiet time, and shelter-appropriate discipline
- 🔥 engage in interactive play with children
- 🔥 interact positively with trafficked youth, children and their mothers, and work toward increased satisfaction with children's services provided by Safe Haven
- 🔥 understand the dynamics of domestic violence, sexual assault and trafficking
- 🔥 provide privacy for women when addressing personal information such as the intake process, goal-setting, and supportive conversations
- 🔥 support and advocate for women who are in the hospital
- 🔥 accept cultural, racial, religious, affectional orientation, economic differences between people
- 🔥 ability to be warm, friendly, positive and approachable

Qualifications and Requirements

Essential Qualifications

- 🔥 college experience in Early Childhood Development, Human Services, or related field
- 🔥 experience working with children
- 🔥 ability to read, write, speak and understand English
- 🔥 knowledge of and/or experience working with people from diverse groups

Desired Qualifications

- 🔥 experience, or knowledge of the Safe Harbor Law
- 🔥 knowledge of community resources
- 🔥 bi-lingual

Safe Haven Shelter & Resource Center does not discriminate on the basis of race, color, creed, national origin, religion, sex, affectional orientation or gender identity, political affiliation, marital status, status with respect to public assistance, disability, or age in the delivery of services or employment practices.

To apply, please visit www.safehavenshelter.org and click on the "Employment" tab.