

Hi -  
If interested in being considered for this position ***please submit your resume and cover letter*** to both Molly Smith at [msmith@safehavenshelter.org](mailto:msmith@safehavenshelter.org) and Victoria Nugent at [vnugent@safehavenshelter.org](mailto:vnugent@safehavenshelter.org)  
Be sure to let us know if you have any questions!



*Providing safety, space to heal, advocacy and empowerment for women, children and all survivors of domestic violence.*

## Children's Advocate

Part-time

\$17.17/ hour

*Schedule to be determined monthly. This position will be primarily be scheduled for late afternoon and evening hours*

*\*(Note: schedule is subject to change)*










### Position Summary

Provide care, enrichment activities during the afternoon/evening, advocacy and support for shelter youth, and 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 and group activities with children on a daily basis
-  educate youth on domestic violence
-  make calls and communicate on behalf of the mothers and children served by Safe Haven
-  maintain professional boundaries with all clients
-  provide transportation for clients as needed
-  assist women and their children in goal-setting
-  manage competing priorities
-  advocate on behalf of the children
-  motivated to do the best work possible for the 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 children and their mothers to the shelter
-  maintain children's advocacy center and children's advocate office
-  comply with MN Mandated Reporting Statute
-  effectively respond to crisis situations and function well under pressure
-  evaluate requests for shelter following Safe Haven's criteria for admittance
-  supervise children while their mother completes Safe Haven's intake or other times in need
-  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
-  bring women and their children to, and assist them during appointments such as school

#### ***Equality: Working toward justice and shared power.***

-  create and facilitate support groups for 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 women and their children

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

- ✦ assist 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 Manager and Advocacy 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
- ✦ 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 days, evenings, and weekends
- ✦ 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 Shelter Manager and Advocacy Supervisor

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

- ✦ act as a liaison with other agencies serving children and their mothers and provide referrals to service agencies as necessary
- ✦ meet with mothers on a weekly basis to assist with parenting skills
- ✦ 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, etc.
- ✦ engage in interactive play with children
- ✦ interact positively with children and their mothers, and work toward increased satisfaction with children's services provided by Safe Haven
- ✦ understand the dynamics of domestic violence
- ✦ provide privacy for women and children when addressing personal information such as the intake process, goal-setting, and supportive conversations
- ✦ accept cultural, racial, religious, affectional orientation, economic differences between people
- ✦ ability to be warm, friendly, positive and approachable

**Qualifications and Requirements**

**Essential Qualifications**

- ✦ Must be 21 years of age or older.
- ✦ College experience in Early Childhood Development, Human Services, or related field.
- ✦ 2+ years' experience working with children
- ✦ Knowledge of and/or experience working with people from diverse backgrounds.
- ✦ Strong written, verbal and interpersonal communication skills
- ✦ Knowledge of Trauma Informed Care
- ✦ Ability to read, write, speak and understand English.
- ✦ Valid driver's license and auto insurance (liability limits required by Safe Haven).

**Desired Qualifications**

- ✦ Bachelor's Degree in Early Childhood Development, Human Service or related field.
- ✦ Knowledge of community resources.
- ✦ Access to a vehicle to use for work.
- ✦ 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.*