

WICHITA FAMILY CRISIS CENTER
Job Description

TITLE AND CLASSIFICATION:

Parent Child Advocate

FTE : 1.0 **Status :** Non-Exempt **Supervisor:** Shelter Manager

SUMMARY

Under general direction from the Shelter Manager, the Parent Child Advocate provides advocacy, supportive services, and service plan development for clients with an emphasis on parent/child issues in the context of domestic and sexual violence.

The primary responsibilities of the Parent Child Advocate are: (1) to receive prospective clients who have been victimized and seek assistance through the Wichita Family Crisis Center, as well as determine safety and suitability for service; (2) to provide advocacy, parenting support, and safety planning services for clients and their children who enter shelter; and (3) work with children to express their experiences while helping them with positive behavior strategies such as conflict resolution, problem solving and anger management. The Parent Child Advocate may be required to assume on-call responsibilities and work hours outside of regular business hours, including nights, holidays, and weekends.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The responsibilities for the Parent Child Advocate include:

- Assist clients and their children in developing safety plans to the needs of each child
- Work with clients and their children to identify advocacy needs and develop a personalized service plan
- Work with both children and their parents on issues surrounding the child's victimization or understanding the victimization of their parent
- Provide individual support and resources regarding life skills, parenting skills, and activities necessary to assist each client in developing a strong and healthy relationship with her/his child(ren) and to maintain a safe living environment for the client and her/his child(ren)
- Provide supportive services as needed for clients, including crisis intervention, personal advocacy, medical advocacy, court advocacy, law enforcement advocacy, supportive counseling, parent and child advocacy, and child/youth advocacy
- Organize, plan, and facilitate activity, education, and support groups for parents and children
- Be an advocate for each child's education through connecting each child with the appropriate education resources
- Maintain professional contact with community resources to keep current on services available to parents and children and knowledge of appropriateness for domestic and/or sexual violence victims; assist clients with informed referrals to community resources
- Provide awareness and education presentations that are made in schools, community centers or other public forums and that are designed to identify crime victims and provide or refer them to needed services, when necessary
- Provide follow-up services to children after they leave shelter

- Provide outreach services to children
- Answer crisis line calls
- Enter program demographic and service statistics into database; complete reports as directed
- Assist Shelter Manager in the evaluation of services and needs for domestic violence victims and their children living in shelter
- Participate in regular meetings and trainings to coordinate services and enhance professional development
- Conduct all duties from an evidence-driven, trauma-informed, and survivor-centered model
- Clean, disinfect and prepare shelter rooms following client's exit
- Perform other duties as assigned

SUPERVISORY RESPONSIBILITIES: N/A

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

Professional experience or training in early childhood education, parenting education, case management, counseling, domestic violence, economically disadvantaged, or other social issues preferred.

Skills and Abilities

The incumbent must demonstrate the following skills:

- excellent interpersonal skills
- team building skills
- analytical and problem solving skills
- decision making skills
- effective verbal and listening communications skills
- attention to detail and high level of accuracy
- effective time management and organizational skills
- effective written communications skills
- strong knowledge and experience in use of Microsoft Office products
- stress management skills

PERSONAL ATTRIBUTES

The incumbent must maintain strict confidentiality in performing the duties related to agency business. The incumbent must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics
- ability to maintain professional relationships with co-workers

EDUCATION AND EXPERIENCE

Undergraduate degree required. Related work experience in social services field may be considered in lieu of degree.

CERTIFICATION, REGISTRATION, OR LICENSE

Class C driver's license, motor vehicle, and insurance required.
Background check required.

EXPOSURES

Controlled inside work environment with noise/vibrations from general office equipment. Frequent exposure to other environments such as public buildings, doctor offices, etc. Minimal exposure to fumes/dust/odors.

PHYSICAL DEMANDS

- **Work Type:** Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- **Climbing/Balancing/Freedom to Move:** May be assigned to multilevel building with some floors accessible by stairs only. Minimal required to move about office. Sit about 25 percent of time.
- **Stooping/Bending:** Minimal.
- **Reaching:** Occasional, overhead as well as horizontal and down.
- **Vision:** Adequate to perform essential functions.
- **Color vision:** No particular color vision requirement.
- **Hearing:** Frequently perceive nature of sounds by ear.
- **Speech:** Frequently express ideas by means of spoken words.
- **Eye/Hand/Foot Coordination:** Frequently operates equipment requiring moderate ability.
- **Manual Dexterity:** Frequently operates equipment requiring moderate ability.

ENVIRONMENTAL CONDITIONS

The incumbent is located in an open area office. The incumbent is faced with frequent interruptions and must meet with others on a regular basis.

SENSORY DEMANDS

The incumbent will also spend time on the computer entering information which requires attention to detail and high levels of accuracy.

MENTAL DEMANDS

There are a number of deadlines associated with this position, which may cause significant stress. The incumbent must also deal with a wide variety of people in crisis with multiple barriers such as addiction, depression, anxiety, physical injury or other special needs and/or limitations.