

Employment Opportunity: Family & Youth Advocate

Posting Date: January 23, 2019
Classification: Non-exempt status
Reports to: Residential Services Director
Hours Per Week: 40
Schedule: Monday-Friday, 10:00am to 6:00pm
Anticipated Start Date: ASAP

Safe Homes of Orange County is a not-for-profit 501(c) (3) located in Orange County, NY, which has grown from a grassroots, small group of committed individuals in 1986 to an organization, leader, and resource in the field of intimate partner violence and human trafficking advocacy and services provision. Our many programs include a Family Justice Center, emergency shelter, legal program, anti-trafficking program, individual and group support, advocacy, therapeutic counseling, Risk Reduction Response Programs, systems-based advocacy and collaboration, community education and outreach, and Sullivan County non-residential programming.

Duties & Responsibilities:

The Family and Youth Advocate is responsible for providing emotional support, crisis intervention and case management to adult victims of domestic violence and their children in shelter. The Family and Youth Advocate will be responsible for ensuring that the advocacy and case management needs of parents, youth and families in shelter are met by mutually working with them to create individualized goals and action plans, and facilitating appropriate linkages with community agencies and service providers.

Responsibilities (shall include but not be limited to):

- Meet with parents residing in the shelter program and assist in determining the needs of their family and children to develop appropriate service plan goals, within one week of shelter entrance
- Provide nonjudgmental and supportive hotline counseling and shelter screenings, intake interviews and discharges
- Provide culturally informed emotional support and crisis intervention to adults and youth in the shelter residence
- Advocate for the needs of families and youth in the shelter with community agencies, including schools, medical providers, social services, courts, counseling agencies, etc.
- Work cooperatively with parents and program staff to implement programming and activities for youth and families
- Learn, support and implement the philosophy of the Nurturing Parenting program model
- Encourage, model and teach healthy expression of emotions and feelings, nonviolent conflict resolution and discipline
- Facilitate weekly support group(s) for adults and youth in shelter as scheduled
- Provide appropriate information and referrals, and facilitate connections with appropriate service providers
- Provide transportation and advocacy to shelter clients for goal-related needs

- Accurately and thoroughly complete all assigned paperwork and documentation, including intakes, discharges, monthly/quarterly services reporting, staff communication log, group attendance records, and time sheets within allotted timeframe
- Ensure accurate, appropriate and timely documentation in client files and agency database, in accordance with agency protocol
- Provide appropriate information and referrals, and facilitate client connections with other services providers/agencies
- Complete safety checks of the shelter residence as scheduled; complete all other duties necessary to maintain a safe and cohesive environment for the well-being of individuals and families in residence
- Report suspected cases of child abuse and maltreatment in accordance with NYS regulations
- Attend and actively participate in scheduled staff meetings, case conferencing and other meetings and trainings, as requested
- In collaboration with the Shelter Operations Coordinator, ensure an organized and ample supply of items needed for youth programming (i.e., basic needs items for children, school supplies, craft supplies, etc.)
- Assist with basic housekeeping in the shelter including cleaning, steaming and preparation of bedrooms for families

Qualifications:

- 4 year degree and/or experience working with domestic violence victims and/or experience working with individuals in a human services setting and experience working in a residential setting
- Ability to work in a fast paced, crisis oriented environment: assess priorities, take initiative, handle multiple assignments and meet deadlines
- Spanish language skills (both written and oral) a plus
- Ability to maintain effective working relationships with others, communicate as needed and exhibit patience and understanding toward client population being served
- Ability to work well independently as well as cooperatively and supportively as part of a team
- Experience working with diverse populations and seeks understanding of cultural differences
- Exercise sound judgment in responding to problems and managing crisis
- Understand and work from a feminist philosophy of empowerment, and support SHOC mission
- Display commitment to ending violence against women and children and a commitment to social change through active participation in working towards ending racism, classism, sexism, ageism, homophobia, ableism, and all forms of oppression; demonstrate willingness to gain understanding of issues of oppression, battering and sexual assault
- Model and uphold appropriate boundaries in work with clients, co-workers, supervisor, and community
- Possess strong communication skills (both written and oral)
- Ability to lift up to 50 pounds, navigate stairs, and periods of sitting, standing and walking required
- Valid and insurable driver's license, as well as reliable transportation, is required
- Successful completion of a background check, including the Statewide Central Registry (SCR), Exclusion List (SEL) and criminal history information.

**Cover letter and resume required. Please submit by February 5th, 2019 via email or fax only to:
Attention: Stephanie J. Molinelli**

Email: smolinelli@safehomesorangecounty.org

Fax # 845-562-0140

Safe Homes of Orange County prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.