

YWCA of Kaua'i

3094 Elua St Lihue, HI 96766

T: 245-5959 F: 245-5961 www.ywcakauai.org

JOB ANNOUNCEMENT

Position Title: Children's Advocate
Program: Family Violence Shelter
Responsible to: Shelter Director
Classification: Exempt, benefitted
Hours of work: Full-Time, 40 hours/week

Application Deadline: Tuesday, January 30, 2018 at 8:00am
(or until position is filled)

Note: Applications need to be received at the administrative offices of the YWCA of Kauai at 3094 Elua Street in Lihue by deadline.

[You may deliver in person, by mail, by fax or by e-mail to jamie@ywcakauai.org.]

Interested applicants may come by our administrative offices to fill out and submit an application. Applicants are encouraged to attach a resume.

General Qualifications: In alignment with the mission that **the YWCA of Kauai is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all**, the ideal candidate will be able to contribute to a work environment that values diversity, creativity and mutual respect, as well as...

1. Communicate effectively, both orally and in writing, with people of various ages, cultures and backgrounds.
2. Maintain effective working relationships and be a team player.
3. Demonstrate excellent client service skills on the phone, in person and online.
4. Assume individual responsibility and work collaboratively.
5. Utilize good organizational and multi-tasking skills and be able to handle multiple priority tasks using independent judgment.
6. Perform all duties in compliance with the laws and regulations of the State of Hawaii and the United States government.

Specific Qualifications:

1. Outgoing and enthusiastic with good problem solving skills.
2. Experience working with high-risk children and able to provide skill development in the areas of affect regulation, sharing feelings, needs and experiences as well as safety planning and positive peer interactions and relationships.

3. Knowledge of child development, parenting skills, and pro-social youth activities. Able to assess impact of exposure to violence on children of all ages.

Education & Technical Skills:

1. Have a minimum of a B.A. in Child Development, Psychology or other Human Services area.
2. Have basic education/experience of the dynamics of interpersonal relationships and domestic violence in families. Prefer 3 years' experience.
3. Current First Aid and CPR Certification or available for First Aid and CPR training.

Functions:

1. To provide support, guidance and advocacy for children and their parent who have experienced domestic violence. Ability to guide parent as needed to help their child/children resolve exposure to violence.
2. To provide support to children and their parent-related trauma, using the relationship to nurture and model appropriate interpersonal skills and mindful communication. Ability to assess and intervene with children on-site.

Responsibilities:

1. Ability to work with children of all ages and cultures. Able to work one-on-one, with families, in small groups and in large groups.
2. Spend time with children, focusing on healthy expression of their feelings and needs (including reading, crafts, games and sports; help with homework).
3. Maintain children's playroom as a creative, welcoming place. Ensure availability and safety of age appropriate toys, books, and supplies.
4. Facilitate weekly children's group.
5. Provide childcare for mothers meeting with other advocates and respite care as needed when another shelter advocate is not available.
6. Supervise, train, and maintain a crew of viable volunteers to assist with service delivery.
7. Practice ethical, timely, and frequent communication with other staff members regarding children's needs.
8. Complete all documentation/reporting requirements as directed.
9. Coordinate, consult and refer children and their parent to additional service both inside and outside the YWCA based on need.
10. Performs other duties as assigned.

Additional Requirements:

1. Valid Hawaii Driver's License and access to an insured vehicle preferred.
2. Drivers Abstract.