



## Child & Family Advocate

### Position Description

**Department:** Shelter - Mankato

**Status:** Three Quarter Time, Benefitted

**Reports to:** Shelter Manager

**Pay Scale:** Commensurate with experience

**Shift:** Monday, Tuesday, Thursday, Friday 4pm – 10pm; Wednesday 2pm – 10pm

*The Committee Against Domestic Abuse, Inc. (CADA) is a non-profit victim's advocacy and emergency shelter organization based in Mankato, Minnesota. It has been engaged in its mission to provide shelter, advocacy, and education services for 35 years. The shelter program provides confidential emergency safety housing for female survivors of domestic and sexual violence and their children. During their stay, CADA advocates provide support, education, resources, referrals, and programming that encourage empowerment, healing, and life skills for women and children.*

**CADA is currently seeking an outgoing, creative, positive, and welcoming individual who enjoys the rewarding challenge of guiding and supporting children and their mothers in their journey beyond abuse.**

**Primary Objectives:** The Children & Family Advocate provides trauma informed, victim centered advocacy and support to a diverse group of children and their mothers as a family unit residing in shelter through support group facilitation, structured and free play, and other activities that promote development, safety, bonding, healing, healthy relationships, positive parenting skills, and building positive childhood memories. The Children & Family Advocate works alongside a team of Shelter Advocates, a full time Child & Family Advocate, interns and volunteers, and works closely with the Development Support & Volunteer Coordinator to provide guidance and oversight to interns and volunteers working with children.

**Physical Requirements:** During your work hours you may be required to write, talk, read, hear, see, crouch, bend, kneel, play, operate a computer, clean, lift up to 40 lbs., move items, and occasionally transport clients.

### Major Tasks & Responsibilities:

- Provide advocacy and support to children and mothers of diverse ages, races, cultures, backgrounds, socio-economic statuses, sexual orientations, abilities, and histories of trauma and abuse.
- Ensure safety, confidentiality, and respect.
- Work cooperatively and effectively as a team member by communicating and contributing information on a regular basis.
- Assist in shelter program planning, development, and implementation with a focus on child development and parental skill building for those harmed by domestic and sexual violence.
- Coordinate services with outside agencies, educational institutions, and volunteers for the benefit of the children and families.
- Offer a variety of scheduled structured and free play times throughout the week.
- Provide childcare when it is not appropriate for children to join their mothers for meetings and appointments.
- Model and maintain healthy, professional boundaries with clients.
- Maintain current and accurate records and data filing systems for clients and client services provided.
- Perform other reporting requirements as needed.
- Assist in training and support of interns/volunteers who provide direct services to children and families.

- Encourage an atmosphere where co-workers and clients feel valued and empowered.
- Assist team members in answering crisis calls and other shelter duties.
- Willingness to perform other duties as assigned.

**Required Skills:**

- Experience in providing advocacy and direct services to children and families.
- An understanding of how abuse and trauma effects children, families, and parenting.
- Ability to respond to children/youth of all ages in crisis.
- Ability to work with people from diverse racial, cultural, social and economic backgrounds.
- Good written and oral communication skills.
- Confident and comfortable in leading educational groups with children of all ages.
- An understanding of the dynamics of domestic and sexual violence, and a willingness to learn.
- Ability to multitask, prioritize, and remain calm in crisis situations.
- Ability to work independently and as part of a team.
- Ability to listen, support, and remain open minded and non-judgmental.
- Operate Microsoft Office programs or the ability to learn.
- Convey supportive and empowering messages to all women, children and youth.
- Healthy self-care practices and skills.
- Applicants must be able to pass a Department of Human Services background check as well as a criminal background check, possess a valid driver's license, current auto insurance, and have reliable transportation.

**Preferred Skills:**

- Bachelor's Degree in Sociology, Child Development, Psychology, or other human service related fields.
- Two or more years of experience working with children and families who have experienced trauma.
- Hold a current Sexual Assault Advocacy Certification (training offered by CADA).
- Hold a current Adult, Pediatric, and Infant CPR Certification.
- Preference may be given to multi-lingual and multi-cultural candidates.

**To Apply:**

Please submit a cover letter, resume, and 3 references to Melissa Forsyth by email: [melissaf@cadaMN.org](mailto:melissaf@cadaMN.org); by mail: P.O. Box 466, Mankato, MN 56002; or by fax: 507-625-9431.

*CADA is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, gender, age, or life style.*