



## Children's Advocate

### Job Description

**Job Title:** Children's Advocate – School Age

**Reports To:** Children's Advocacy – Program Manager

**Team:** Children's Advocacy Ministry

**Job Status:** Full-time, regular – Non-Exempt, Essential Staff

**Hours:** PM: Monday-Friday 12:30p-9:00p (with 30 minute break)

**Job Summary:** The Children's Advocate advocates and ministers to children ages 6-18 in the Children's New Life Plan. This person cares for and enriches lives of children and families by implementing life-changing curriculum that supports spiritual, emotional, educational, physical, and future growth and well-being. (Children in this program must also have a parent in the New Life Plan at Raleigh Rescue Mission.)

#### **Job Duties and Responsibilities:**

- Model and live out the overall Vision, Mission, and Core Values of the organization
- Provide a safe, clean, and structured environment for all students, ages 6-18, by following best practice guidelines
- Create appropriate weekly plans for children, to be approved by Program Manager
- Implement weekly plans at the highest quality level, enriching students at all times
- Identify child's potential needs and communicate to Parent and Program Manager
- Identify and refer outside services and programs that would enrich the lives of the child
- Communicate effectively with Parents through conferences and daily interaction
- Communicate effectively with school Social Workers and assist Parents in navigating the school system and other outside agencies/resources
- Assess the challenges of individual school age children when functioning in daily life (school, home, peer interaction, mealtime, etc.) and develop set goals for behavioral changes
- Monitor the child to assess progress and modify behavioral plans if necessary
- In crises, a school age Children's Advocate must be able to design a plan to address any immediate dangers or threats and deescalate the situation
- Communicate effectively with Children's Advocacy Team and entire Raleigh Rescue Mission staff
- Update and maintain student information records in SPERO
- Create and implement special events, to be approved by Program Manager
- Welcome volunteers and assist, as needed, to ensure a positive volunteer experience
- Participate in weekly team meetings and ongoing trainings
- Clean areas thoroughly to ensure safety of children
- Provide snacks and assist with mealtimes, as needed
- Transport children to and from school, appointments or other activities/events, as needed
- Available outside of work hours, as needed
- Ability to step in for any aspect of the Children's New Life Program at any time, as needed

*These duties are not exclusive and with consideration of the job requirements and the employee's skills, this job description can be added to or taken away from at the discretion of the employee's immediate supervisor.*



**Job Skills and Requirements:**

*Raleigh Rescue Mission considers every position one of Christian ministry and every person a valued and vital part of our team. Therefore it is essential that all employees of the Mission have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.*

- Desire to serve the Lord in ministry and share/cultivate His Love with others
- Excellent communication and teamwork skills
- Ability to make safe and appropriate judgement calls without supervision
- Excellent organizational, administrative, planning, and time management skills
- BSW or bachelor level degree (or higher) related to children or family studies
- Minimum 2 years working with children or families
- Experience with behavior interventions and/or trauma informed care, preferred
- Experience working with children in poverty and children in wealth, preferred
- Experience deescalating behavioral challenges and crisis situations, preferred
- Valid NC driver's license
- Ability to lift items of at least 30lbs weight
- Before hire: Qualifying Letter/TB Test/CPR/First Aid/NCID
- After hire: Emergency Info/Medical Report/Health Questionnaire/Prosolutions