



Employment Opportunity: Residential Children's Advocate

OVERVIEW

The Residential Children's Advocate is an integral part of First Step's residential services. This position is dedicated to providing trauma-informed care to child survivors and child witnesses of domestic violence and sexual assault. The Residential Children's Advocate ensures the delivery of comprehensive and confidential services to survivors within our 24-hour residential facility. In addition to meeting the needs of survivors, the position will facilitate events, provide homework assistance, attend agency outings, and field trips with residents.

The Residential Program Aide takes a proactive and trauma-informed approach while nurturing children of all ages, cultivating positive interactions and creating community for survivors.

First Step works hard to create a workplace that is dynamic. We encourage people with diverse identities and experiences who are excited about equity and social justice to apply.

First Step provides comprehensive training and supervision to all employees.

LOCATION:

Wayne Office – Residential Shelter

REPORTS TO:

Residential Program Coordinator

POSITION TYPE: NON-EXEMPT

Full-time, 37.5 hours/week, hourly pay

PAY RANGE:

\$23 / hour

SCHEDULE:

Weekdays, some evenings, and weekends required.

START DATE:

Immediate

TO APPLY: <https://www.firststep-mi.org/jobapplication/>

Please, no phone calls or emails.

RESPONSIBILITIES

- Facilitate intakes and transition into shelter and community living
- Provide support and role modeling for children through activity based groups
- Work closely with other programs and staff to facilitate family unity and strengthen parental functioning
- Plan and implement children's groups, including homework assistance, recreational activities and programming.
- In collaboration with the Residential Program Coordinator create and implement parent education and parental involvement programming
- Train and support volunteers and interns in providing nurturing services to children
- Ensure that agency programs and service delivery are culturally sensitive.
- Awareness of how diversity issues impact children and programs
- Complete paperwork and database entries necessary to maintain agency records
- Answer 24-hour helpline, as needed; provide active listening, referrals, and safety planning in a non-judgmental manner
- Attend all staff and client support meetings, in-service training, and complete assigned independent trainings
- Understand and support First Step's philosophy of empowerment, education, and prevention of violence
- Actively support and carry out First Step's mission, vision, and values

QUALIFICATIONS

- Associate degree in related field or equivalent experience
- Experience with crisis intervention with domestic violence, sexual assault and/or trauma survivors
- Experience and passion for working with children, especially those with challenging behaviors
- Demonstrated ability to work effectively with people from diverse racial, economic, and cultural backgrounds
- Must have empathy for working with survivors using a client-centered approach
- Ability to maintain professional boundaries, high level of confidentiality and comply with all agency policies and procedures
- Comfortable working independently and as part of a team
- Excellent organizational and computer skills
- Excellent oral, written, active listening, & reflective conversation skills
- Ability to lift 30 pounds on occasion, and to travel between sites
- Bilingual a plus
- Experience in a residential setting is preferred

REQUIREMENTS

Must be at least 18 years old and satisfy criminal background checks, DHHS child abuse registry check, sex offender registry check, driving check. Must have and maintain a valid MI driver's license, excellent driving record, reliable transportation, and current auto insurance. These requirements will be re-checked throughout employment.

BENEFITS

Agency provided health, dental, optical, life and long-term disability insurance after 60 days. Employee Assistance Program Voluntary insurance benefits available after 60 days. Employer match contribution to 401k. Annual paid time off and floating holidays. Accrued paid flex time. Agency closure days off with pay.