

JEDC STAR Program AmeriCorps Service Position Description



Host Site: AWARE, Inc., Dove Cottage

Website: <http://awareak.org/>

Position Title: AWARE Children's Advocate

Schedule: Mon & Fri: 8 AM- 5 PM, Tues-Thurs: 12 PM – 8 PM, Wed: 9 AM – 1 PM and 5 PM -9 PM

Education Level: High School Diploma/GED required, College graduate or higher preferred

Age Requirement: must be at least 18 years of age

Program Locations: Juneau

General Description: AWARE's Children's Advocate will work with children and youth who have been affected by violence, primarily at our safe shelter. Our Children's Advocate will receive training in crisis intervention and the impact of violence on children, to help provide a safe and supportive environment for children to heal from trauma, and to work in concert with supportive parents. She will work with children and families transitioning into shelter as well as children in the community. AWARE's Children's Advocate will help shape our youth programming, and provide direct services to children and youth.

Member Duties:

- Provide education and child advocacy emphasizing the whole child, developing self-esteem, communication skills, problem solving techniques, and appropriate expression of feelings.
- Acclimate minor residents to shelter, provide tour and complete individual intakes for children, youth, and their parent/guardian.
- Meet with each minor resident 1:1 on a weekly basis to develop a healthy relationship with each child, as time permits.
- Provide various activities to children which afford the opportunity to participate in fine and gross motor play.
- Apply teachable moments throughout the day, providing child residents with information on body awareness, personal boundaries, good/bad/confusing touch, assertiveness skills, awareness of feelings/expressing them appropriately, self esteem, anger and problem solving, domestic violence, keeping safe at home/support systems, chemical dependency, family, separation and divorce.
- Model and teach positive parenting techniques to mothers, staff and volunteers.
- Co-facilitate weekly "Life Skills Group" for resident and non-resident children and youth

- Co-facilitate weekly activity group for resident and non-resident children and youth.
- Provide advocacy for/with youth and families, and assist them with information, referrals, and resources.
- Assist mothers in parenting and in obtaining assistance from community resources.
- Attend weekly advocacy and staff meetings as well as staff trainings as scheduled.
- Perform all record-keeping activities associated with client contact, or as required for data collection or inter-staff communication.
- Report all cases of suspected abuse or neglect of children, and vulnerable adults to the Alaska State Office of Children's Services, Adult Protective Services, and JPD as required.
- Comply with AWARE Personnel and Administrative Policies.
- Must possess a valid Driver's License and be willing to acquire a CPR and First Aid Certificate.
- Must have the physical ability to climb stairs and carry up to 30 pounds down a flight of stairs.
- Must have willingness and ability to work as a team
- Willingness and commitment to practice direct and ethical communication
- Must have initiative and self-motivation
- Adhere to the rules, regulations, and code of conduct as specified in the Member Service Agreement
- Will not engage in any AmeriCorps' Prohibited Activities as listed in the member Service Agreement

Program Benefits: education award upon successful completion of service

Terms: None

Service Areas: Children/Youth, Homelessness, Education, Community Outreach, Housing

Skills: Social Services, Conflict Resolution, Teaching/Tutoring, Public Health, Community Organization, Fine Arts/Crafts, Counseling, Public Speaking, Education, General Skills, Youth Development, Team Work, Leadership, Writing/Editing