



## COMMITTEE TO AID ABUSED WOMEN

***Interested candidates should forward resumes and cover letters to CAAW Executive Director by Tuesday, September 27 at [denisey@caaw.org](mailto:denisey@caaw.org)***

Job title: Children's Program Advocate  
Department: Client Services  
FLSA: Non-Exempt, hourly  
Status: Fulltime - 40 hours per week  
Reports to: Director of Client Services

### **Position Summary:**

Provide children in the shelter and transitional housing with support and trauma informed therapeutic activities. Provide parenting education to residents of the shelter and transitional housing. Provide supportive services to survivors of domestic violence.

### **Essential Functions:**

The following statements are intended to describe the general nature and level of work being performed by incumbents assigned to do this job. They are not intended to be an all-inclusive list of responsibilities, duties and skills required of personnel so classified.

1. Utilizing best practices from the field, creates and evaluates CAAW's Children's Program services. This work supports the CAAW's overall mission to rebuild safe and hopeful lives for victims of domestic violence.
2. Effectively utilizes case management skills to provide information, crisis management and referrals to CAAW clients and their children.
3. Ensures client records are maintained in an accurate, compliant and confidential manner.
4. Envisions and articulates needed funding for the maintenance and expansion of the Children's Programs.
5. Maintain appropriate record keeping.

6. Performs other duties as appropriate.

**Knowledge, Skills and Abilities:**

1. Ability to create and articulate a vision for CAAW's Children's Program based on research and evidence based practices.
2. Knowledge of community, and proven collaborative partner in community initiatives across a spectrum of human services.
3. Excellent interpersonal skills, demonstrated through positive customer service skills, and ability to relate to people of varying ages and backgrounds.
4. Effective conflict resolution skills, particularly relative to working with clients in crisis.
5. Demonstrated problem solving and self-starting skills.
6. Ability to show flexibility in response to change and adapt to and accommodate new methods and procedures.
7. Disciplined and able to maintain confidentiality.
8. Ability to work well with community partners.

**Minimum Qualifications:**

BA or BS in counseling, social work or human services related field, or equivalent professional experience required.

**Physical Requirements:**

1. Must be able to remain in a stationary/seated position at least 50% of the time.
2. Ability to move office supplies/materials weighing up to 20 pounds within office environment.
3. Ability to lift, move and/or transport household items, small pieces of furniture and/or hold small children.

Revised July 2016.