

Children & Family Advocacy Coordinator

Position Description

The Children and Family Advocacy Coordinator is responsible for ensuring that the needs of parents, children, and youth are addressed in the direct service programming of DVSAAS. This position trains and supervises Children's Program volunteers and interns to leverage the impact of the program, and assists with the development and implementation of prevention education curricula and presentation delivery. The Children and Family Advocacy Coordinator develops and modifies curricula, resources, and training materials based on community needs, grant requirements, and current research to best help parents and children cope with the effects of domestic violence and sexual assault. This position also works closely with CPS involved clients. The Children and Family Advocacy Coordinator will provide direct client services, maintain a client caseload, and be a part of the program staff 24-hour coverage rotation.

Responsibilities

The duties of this position include and are not limited to the following:

- Maintain a caseload of ongoing clients
- Provide after hours helpline coverage with other program staff on a rotation
- Facilitate parenting support and education groups and coordinate children's groups that are trauma-informed and support age-appropriate, healthy emotional development and behavior.
- Lead the ongoing development of programming that supports healthy emotional development and resiliency for children and youth
- Keep up to date on research regarding the impact of trauma, specifically domestic violence and sexual assault, on children and youth
- Continually develop resource materials for advocacy counselors on relevant topics and ensuring that the needs of families are addressed in support services
- Work to develop and conduct trainings and workshops on issues related to children and youth, and facilitate prevention education presentations coordination with a focus on middle school age and younger.
- Develop working relationships with school counselors in targeted communities, participating in community networking, and engaging in coordinated community responses to child abuse and the effects of domestic violence and sexual assault
- Assist with screening and training potential volunteers, organizing training equipment and materials in coordination with other training staff, and participating in and presenting training sessions as assigned
- Coordinate, train, and supervise volunteers and interns for the Children's Program
- Keep thorough and accurate records of prevention education, volunteer, and client activities



**Domestic Violence and
Sexual Assault Services**
ending violence, transforming lives

1407 Commercial St.
Bellingham, WA 98225
www.dvsas.org

24 hour helpline: 360.715.1563
toll-free: 877.715.1563
*accepts 711 and other relay calls
Se habla español.*

Children & Family Advocacy Coordinator

Qualifications & Requirements

- BA or BS Degree in a related field and two years relevant work experience.
- Completion of (or willingness to complete) 42 hour advocacy counselor training or equivalent
- Thorough working knowledge of child development
- Excellent verbal and written communication skills.
- Ability to establish and maintain effective working relations with staff and associates.
- Commitment to respecting individual differences and serving diverse population.
- Understanding of domestic violence and sexual assault and a strong desire to work with survivors
- Experience and knowledge in local community service agencies
- Access to reliable transportation
- Competence in basic office management, record keeping, and computer skills
- Positive, problem solving attitude with a willingness to provide and seek guidance from team members.
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- Passion for ending gender-based violence.
- Individuals with additional language fluency in Russian, Spanish or sign language are preferred and will receive a 5% salary range premium after a successful probationary period.
- DVSAS is committed to respecting and reflecting diversity. Survivors are encouraged to apply.

DVSAS Mission

The Mission of DVSAS is to support individuals affected by domestic violence, sexual assault, and sexual exploitation, and to lead the community toward ending those abuses of power.

Pay Range

This is a non-exempt position that pays \$32,000—\$42,000 per year. Starting salary is generally offered within the beginning third of the pay range.

Employee Benefits

DVSAS offers employee medical benefits, retirement, an employee assistance program, paid sick leave, and paid vacation.

How to Apply

Submit a resume, cover letter, and application (found at DVSAS.org) to Mhoglund@dvsas.org.



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