

POSITION: Childcare Advocate
DEPARTMENT: SC & SE Residential Services
REPORTS TO: SC and SE Shelter Managers

Status: Non-Exempt
Hours: 10 hours/week

SCOPE OF WORK:

Support to the program participants of the shelter program, by providing childcare at each shelter location. Support the mission and goals of the shelter program and maintain a respectful attitude toward all program participants at all times. **It is expected that the Childcare Advocate's job performance will incorporate the practice and promotion of New Hope's core values, which include respect, teamwork, empowerment, and professionalism.**

PRIMARY DUTIES:

- Engage in planned activities with children living at shelter, during group times and other scheduled times. Generally, the shifts are 2-4/6pm. Approximately 10 hours total – 5 at each shelter.
- Assist children in the adjustment to shelter life
- During downtime, ensure the maintenance of shelter rules and protocols, respond to basic needs of program participants and provide hotline coverage as needed.
- Maintain communications with shelter based staff via staff log and/or telephone contact as appropriate
- Maintain program participant and shelter documentation relative to funds, expenditures, and other data as necessary
- Perform other various tasks as requested by the Director and/or Senior Management

GENERAL DUTIES:

- Will attend quarterly All-agency meetings and other meetings as requested
- Will attend regular and monthly supervision meetings
- Will conduct him/herself according to the agency's stated policies and procedures
- Will comply with the Agency's confidentiality policy
- Will complete 6 hours of in-service training annually

SKILLS AND ABILITIES:

- Knowledge of child safety and ability to care for infants and children of all ages, CPR certification preferred
- Ability to communicate effectively and with sensitivity
- Strong interpersonal, organizational and prioritizing skills
- Self-motivated, self-reliant, dependable
- Good team building skills and decision-making ability
- Demonstrates maturity, self-awareness and initiative
- Flexibility of time/scheduling
- Valid driver's license, dependable transportation, willingness to travel
- Basic computer skills

EDUCATION & EXPERIENCE:

- High School diploma/GED
- Understanding of domestic violence and sexual assault issues preferred
- Bilingual preferred

It is the policy of New Hope to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, New Hope will provide reasonable accommodations for qualified individuals with disabilities.

New Hope's goal is to increase representation of women, people of color, veterans and individuals with disabilities. Our programs are designed to comply with all applicable federal, state and local laws, directives and regulations and cover all human resource actions including employment, compensation, benefits, training, education, tuition aid, transfers, promotions and social/recreational programs.