**Safe & Fear-Free Environment, Inc.**

**Post Office Box 94 - Dillingham, Alaska 99576**

**(Office) 907-842-2320, (Fax) 907-842-2198**

**www.safebristolbay.org**

POSITION TITLE: **Children Services/Lead Advocate**  Regular/Full time (B1)

**PAY/DOE:** Range 4: $17.95 to $24.85/hour Workers’ Comp: 8842

**PURPOSE OF JOB:** Primary responsibility for coordinating residential services, including providing and/or arranging for direct services to children and adults, scheduling and allocation of residential staff resources, monitoring and maintaining building security and for supervision of the child care services.

**QUALIFICATIONS:** Candidates must demonstrate their ability to accomplish the Essential Job Results stated below.

**Job knowledge absolutely required before entering the job**

* Knowledge or experience working with victims of domestic violence and sexual assault.
* Ability to give and receive oral and written communications and to read, interpret, abide by and document required policies and procedures for program operations.
* Experience working with children and/or providing child care services.
* Knowledge of the people, customs and family relationships in the Bristol Bay Region.
* Ability to work with people from various social/ethnic/cultural backgrounds.
* Must possess or be willing to learn basic typing and computer skills.
* Must be a responsible individual of reputable character who is known to exercise sound judgment, cope with stress and crisis situations in a calm manner and who models non-violent behavior and freedom from substance abuse
* High school diploma or equivalent. Certification in 1st Aid/CPR.
* Strict Confidentiality a must.

**Preferred:**

* Experience and/or training in working with people who have mental or physical challenges, who are impacted by fetal alcohol exposure and/or persons experiencing substance abuse or addictions
* Bi-lingual in Yupik and English.
* At least one year experience working in residential facility and/or providing foster care.

**ESSENTIAL JOB RESULTS:**

**Ensures effective services to children in residence and the people who love them by:**

* Providing/arranging for, coordinating and monitoring all direct services to children in the general emergency shelter including check in, orientation, child care, advocacy, accompaniment and crisis intervention, and regular meetings to assess issues, needs & plans for resolution.
* Providing/arranging for support groups, educational programs and daily child care for shelter residents
* Providing/arranging for check out and follow-up services with children accessing residential services including safety planning and continuing contact after leaving the shelter.
* Serving as a liaison and providing systems advocacy with the school administration and teachers for parents and children residing in shelter
* Assist in coordination of services provided through adjunct programs (SISTR, MOMS, child care etc.)
* Coordinating and arranging for assessments and services to assist in the prevention of unplanned pregnancies
* Providing assessments, assistance and encouragement to parents and caregivers to seek screening and diagnosis for child who have experienced fetal alcohol exposure
* Providing parenting skills training, information and enhancement materials

**Maintains efficient operation of the shelter facility by:**

* Providing/arranging for ordering, pick up/delivery, inventory, stocking, distribution and procurement of food, furnishings, household and program supplies and other necessary shelter/resident supplies
* Provide/arranging for procurement and preparation of food and refreshments for scheduled meetings, adjunct services and other special Program Events as necessary.
* Preparing and monitoring menus, chore lists and volunteer services for shelter fees
* Scheduling meetings, setting agendas, contacting participants and facilitating meetings of staff and residents
* Providing regular inventory, maintenance and inspection of shelter supplies and equipment and assuring that facility property and supplies are used properly
* Assisting Shelter Manager in implementing and maintaining safety and emergency response procedures
* Performing routine repair, maintenance and custodial duties for facility and common use areas

**Strengthens and supports residential services by:**

* Assisting in documentation of services provided including shelter logs, reporting forms, participant & program files, and assessment & collection of fees.
* Monitoring and maintaining building and resident security
* Providing check in, assessment and orientation for adult and child shelter residents
* Promoting shelter rules and guidelines through respectful communications, modeling positive parenting and by constructive confrontation with a focus on affirmation and problem solving
* Employing strategies to prevent and address aggressive behavior and to deescalate volatile situations
* Provide system advocacy and coordination with sister agencies serving residents

**Enhances the safety of women and children by**

* Assisting with scheduling and direct, day-to-day supervision of residential staff under direction of the Shelter Manager to assure coverage in the shelter
* Assisting in recruiting, orientation, training and mentoring of residential staff
* Monitoring staff performance and assisting in preparation of initial and annual evaluations for residential staff

**Assures effective delivery of child care services by**

* Coordinating and managing all child care services including MOM’s Program and on-site Child Care Cooperative
* Assisting in the recruitment, screening and hiring of child care staff and providing training, mentoring and direct supervision
* Developing and implementingage and culturally appropriate children’s programming including specialized art and play groups and education and awareness activities;

**Support other program operations by** providing crisis intervention counseling and back-up for the Crisis Line and shelter and other duties as assigned

**Contributes to the team effort and maintains continuous quality improvement by** welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results; and being active in self-directed learning and professional growth. Attending all mandatory staff meetings and in service training. Providing and maintaining documentation of required training in appropriate field(s)

**Protects program integrity and confidentiality by** adhering to allconfidentiality requirements including but not limited to S.A.F.E.’s internal policies, requirements of local, state and federal law and requirements of common sense necessary to protect the safety, dignity and privacy of persons seeking or receiving services.

**WORKING CONDITIONS:** Fast paced environment with moderate to loud noise. Frequent, unscheduled interruptions. Periodic exposure to situations where individuals may be a danger to themselves or others. Occasional exposure to hazardous conditions (cigarette smoke, bodily fluids, spills, chemicals and cleaning agents, broken glass, etc.) Exposure to communicable diseases.

**MACHINES AND EQUIPMENT USED:** Standard office equipment (FAX, computers, copier, telephone, etc.), outside grounds & yard equipment, basic carpentry tools and household cleaning equipment (vacuum cleaners, etc.)

**PHYSICAL REQUIREMENTS:** Ability to walk, sit, hear, speak, climb stairs, stoop, reach, use hands, lift up to 50 lbs and carry it up and down the stairs, see and use close vision

**RELATIONSHIP WITH OTHER PEOPLE:** Cooperates and interacts with all SAFE staff or volunteers, service agencies, and other community members with dignity and tact. Will not engage in intimate relationships with a person or the partner of a person actively seeking or receiving services from SAFE.

**SUPERVISED BY:** Shelter Manager

**POSITIONS SUPERVISED**: None

**BACKGROUND CHECK:** Position may require applicant to be fingerprinted and complete a national FBI/State of Alaska criminal background check.

SAFE is an Equal Opportunity Employer. Alaska Natives, persons who are multi or bi-lingual and survivors of

Domestic violence, child abuse, or sexual assaults are encouraged to apply.

**All EMPLOYMENT WITH S.A.F.E. IS AT WILL. S.A.F.E. RESERVES THE RIGHT TO REVISE OR CHANGE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT**

Revised 5/11, 3/15, 03/22