

DOMESTIC ABUSE PROJECT OF DELAWARE COUNTY, INC.

14 West Second Street

Media, PA 19063

(610) 565-6272

Job Description

Title: Family Advocate
Location: Media PA
Reports to: Safe House Manager
FLSA: Part-Time/Non-Exempt

The Domestic Abuse Project of Delaware County (DAP) works to prevent domestic violence and empower victims to move towards self-sufficiency. DAP provides counseling, advocacy, legal services and emergency shelter to victims.

The Family Advocate will maintain an office and work environment at DAP's safe house and is part of the safe house staff, reporting to the Safe House Manager.

Essential Duties:

- Assessment
 - Conduct intakes and family needs assessments for parents and children residing in the Safe House
 - Provide child based resources and referral linkage
 - Develop family service plans and monitor/revise plans as needed, including help with arranging schooling and transportation for children residents of the safe house

- Support
 - Provide children with individual crisis and supportive counseling
 - Plan and coordinate free and enrichment play opportunities
 - Facilitate support group(s) for children
 - Co-facilitates Mother and Children support group at the Safe House
 - May assist with facilitation of co-parenting support group
 - Provide case management services for children, advocating as necessary with other service providers
 - Develop and maintain relationships with school districts and other child service providers in the county and surrounding areas
 - Provide parenting education and trauma informed parenting workshops

- Education/Training

- Train and supervise Safe House Children's Volunteers
- Other Responsibilities
 - Track and submit statistics and outcome measures for children's programs
 - Provide back-up coverage, including for the agency's 24-hour hotline as needed
 - Maintain safety and cleanliness of Safe House playroom
 - Participate in staff meetings and in-service training as appropriate
 - Maintain up to date records
 - Other duties as assigned

Education/Experience Requirements:

- Bachelor's Degree in Early Childhood education, Psychology, Social Work or other relevant field. Graduate degree a plus.
- Minimum one (1) year experience in social service nonprofit with children
- Knowledge of domestic violence issues
- Experience working in a residential setting
- Computer skills

Knowledge/Skills Required:

- Knowledge of child development, parenting education and the social services system; skilled in case management and advocacy; ability to work with diverse populations in a multidisciplinary setting
- Must have valid driver's license
- Must pass federal background check
- Able to lift up to 50 lbs.
- Able to navigate a flight of stairs several times per day

DAP is an Equal Opportunity Employer and does not discriminate on the basis of age, race, creed, ethnicity, color, national origin, marital status, political affiliation, handicap, religion, medical condition, sex, gender identity, gender expression, or sexual orientation.