



## abused Deaf women's advocacy services

### **Children's Advocate**

Part time, Non-Exempt Position

The Abused Deaf Women's Advocacy Services (ADWAS) is a non-profit agency that serves Deaf and DeafBlind survivors of domestic violence and sexual assault and provides prevention education to the general community.

### **The ADWAS Children's Advocate provides the following services: (32 hours. Duration: October 2019 to September 2022; continued employment contingent on grant funding)**

- Work closely with another children's advocate on leading the Children's Advocacy program
- Provide structured group activities for children/youth in the ADWAS program
- Develop and plan activities for events such as Family Nights, summer day camps, homework club, and so forth
- Engage with community resources, participate in children program network meetings
- One-on-one support and educational, legal and medical advocacy for children and teens out in the field or on-site
- Maintain case files/records and resources pertaining to children's program
- Facilitate support groups twice a year
- Work closely with the advocates to provide support to parents with concerns about their children
- Manage crisis situations
- Oversee the program of the playroom
- Recruit and train childcare workers and maintain childcare provider files
- Provide childcare while survivors participate in agency intake process, court dates, meetings with advocates and other related appointments.
- Seek out support from co-workers & supervisor, proactively takes responsibility for self and work
- Take a role in participating projects for the agency and/or direct services program such as advocate on duty, activities for survivors, community engagements and projects to meet the needs program/organization; tasks as assigned
- Commits to practice organization's Mission Statement & Core Values; understands the anti-violence movement; educate self and others on anti-racism

### **Expected Trainings:**

- Initial 50-hour DV/SA training and training video, "Making a CPS Referral: A Guidance for Mandated Reporter"
- 20-hours DV training annually
- 12-hours SA training annually

### **Desired Qualifications:**

- Knowledge of the issues of domestic violence and sexual assault.
- Experience working with parents around issues of behavior management

- Knowledge of child development, child psychology, and developmental assets for youth
- Knowledge of the unique issues on Children of Deaf adults, (CODA)
- Familiar with community resources for families, children and youth
- Strong knowledge and background in Social Justice work
- Ability to work as a team member with a proven history of showing initiative and innovation with projects
- Child-care experience
- Experience and comfort working with people of diverse ethnic, religious, national, educational, disabilities and cultural backgrounds as well as people of all gender identities and sexualities

**Required Qualifications:**

- B.A. Degree or 2+ years of direct human services experience
- Active involvement in the Deaf or DeafBlind communities (paid or volunteer).
- Volunteer/Paid experience working with youth ages 5-18
- Strong presentation skills and group facilitation skills
- Ability to communicate effectively with supervisor
- Ability to work independently and complete tasks with minimal supervision
- Strong work ethic
- Fluency in American Sign Language
- Able to multi-task, work in a flexible, evolving environment; willing and able to work evenings and weekends as needed
- Proficiency in using Internet, Microsoft Office programs, and media software programs
- Dependable auto transportation, valid Washington State Driver's license and proof of insurance; clean driving record or can travel

**Essential Functions:**

- Must be able to remain in a stationary position frequently
- Must be able to move inside the office and in the community frequently
- Must be able to constantly operate a computer and other office items such as stapler, copy machine, printer, smart phone etc.
- Must be able frequently communicate with co-workers, community members, survivors and others
- Must be able to constantly problem solve, organize and prioritize.
- Must be able to occasionally work outdoors in cold or high temperatures.
- Must be able to occasionally carry up to 20 pounds.

**Reports to:** Program Director

*Hourly rate: \$24.04, DOE*

*Medical, dental, vision, and retirement package are offered.*

**To apply:**

Please send/email the ADWAS application, cover letter, resume and three professional letters of reference to Emily Buhman – [officemgr@adwas.org](mailto:officemgr@adwas.org) – or by using the address on this letterhead. Applications will not be considered until all these items have been received.

**Position Open Until Filled**

*ADWAS is an Equal Opportunity Employer. Survivors of interpersonal violence, persons of color, and LGBTQIA+-identified persons are encouraged to apply.*

ADWAS will not discriminate against any employee or applicant because of race, color, gender, age, sex, ethnicity, income, military status, religion, national origin, pregnancy, marital status, sexual orientation, gender identity, gender expression, political ideology, ancestry, status as a domestic violence or sexual assault survivor, or the presence of any sensory, mental or physical disability. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation, selection for training, etc., and this policy of nondiscrimination shall be posted in conspicuous places, available to employees and applicants, and will be provided to any person upon request.