



JOB DESCRIPTION

Position Title: Children's Advocate

Reports To: Director of Empowerment Programs

**Part-time, Hourly, Non-Exempt Wage/
Salary:** \$20.00/Hour + Paid Time Off

Work Schedule: 5:00-8:00 PM Tuesday and Thursday, Saturdays 10:00 AM - 4:00 PM. The final work schedule may change to accommodate the program's needs.

POSITION SUMMARY:

The Children's Advocates ensure the safe care and supervision of children under 13 years old while their female caregivers attend the Mothers Support Group or Counseling sessions. They are in charge of planning and facilitating children's enrichment activities.

Essential Duties and Responsibilities include the following:

- Fosters a safe and welcoming environment that respects diversity for parents and children.
- Facilitates empowerment activities with children, including but not limited to movies, arts and crafts, homework, music, and games.
- Discusses with the Director of Empowerment Programs any concerns about participants that may need to be reported to the Department of Children and Families, the school, or the parents, and in the case of a situation requiring the mandated reporting of child abuse, abandonment, or neglect, follows organizational protocol to ensure the necessary reports are made.
- Reports and documents incidents when necessary in consultation with the Counseling Program Coordinator.
- Participates in staff meetings, in-service training, agency events, and workshops.
- Supervises and trains volunteers as necessary.

Other Requirements:

- Must adhere to Agency Values and Principles.
- Upholds the ethical standards of the Agency.
- Follows policies and procedures of the Agency.
- Must have reliable transportation to and from the agency and all service sites.

Education and/or Experience and Technical Skills:

- Demonstrated experience working with children of all ages and diverse populations required.
- Level 2 Criminal background screening results that indicate eligibility to work with children.

Other Qualifications

- 21 years or older.
- Good DMV driving record for at least 5 years and comfortable driving a van.
- Valid Florida Driver's License
- Current Florida auto insurance



How to Apply:

Check us out at www.theoasiscenter.net. If you are interested, please send your resume and a cover letter telling us why this position appeals to you and about your experience working with children to admin@theoasiscenter.net. Feel free to email us if you have additional questions.