



Job description for the position of
CHILDREN'S ADVOCATE



POSITION SUMMARY

The Children's Advocate will be responsible for establishing and maintaining a trauma informed environment that utilizes space, materials, routines, and guidance techniques to effectively facilitate the growth and development of the children.

The Children's Advocate will report to and work closely with the Children's Services Coordinator, while also collaborating with Children's Services Staff to develop and implement curriculum and programming that fosters a successful environment for the children. Must be able to adapt to a continually evolving environment and thrive in a collaborative workplace.

PRINCIPAL ACCOUNTABILITIES

Develop and implement a developmentally appropriate environment for infants and young children [6 weeks – preschool age] in the Early Learning Center or school-age children [~6-18 years old]

- Provide various experiences and activities for children including songs, games and storytelling
- Provide weekly and monthly schedules and lesson plans of activities
- Develop culturally appropriate programs and activities

Supervision and responsibilities for children

- Ensure children participating in program are supervised at all times
- Build children's esteem and comfort them
- Establish routines and provide positive guidance
- Provide a safe and secure environment for children to feel comfortable
- Implement positive discipline when required
- Clearly and effectively communicate in a manner that children understand
- Observe children and make note of progress in provided digital tools in a timely manner
- Integrate special needs children in a positive and respectful manner
- Ensure that children's health and sanitary needs are met (i.e handwashing, diaper changes, general first aid)

Develop positive relationships and communicate effectively with parents

- Discuss children's development with parents
- Complete daily reports to communicate child's progress

Other

- Attend professional development/trainings as required by supervisor
- Perform housekeeping tasks including, but not limited to, washing laundry, dishes, sweeping, sanitizing, etc.
- Assist with Children's Services intake paperwork and providing Welcome Backpacks

KEY PERFORMANCE AND SKILLS NEEDED TO ACHIEVE GOALS

Flexibility + Adaptability	Is open to new ways of working, ideas and processes. Adapts quickly and effectively to new environments, people, and responsibilities. Readily adapts to stressful situations and factors outside of his/her control.
Team Building	Fosters an environment that encourages accomplishing goals as a team. Motivates individuals and teams to achieve high levels of performance.
Boundaries + Self Care	Models appropriate boundaries with residents, staff, and visitors. Maintains appropriate work and personal life boundaries; actively practices self-care and seeks assistance when feeling overwhelmed.
Communication (Verbal + Written)	Expresses views constructively in a fluent, clear, logical manner, with enthusiasm and confidence. Communicates openly and honestly and promotes an exchange of ideas. Is an effective listener – listens openly without interrupting. Shows tact, courtesy and diplomacy in dealing with others. Delivers information effectively in a variety of formats. Is succinct in communications, recognizing time is a valuable resource for all.
Documentation	Exhibits a clear understanding of the importance of documentation. Is able to efficiently navigate the organizations database and complete documentation in a timely manner.
Relationship Management	Uses appropriate interpersonal styles and communication methods to work effectively with peers, residents, and community organizations to meet mutual goals and objectives, builds networks to obtain cooperation. Understands that the environment at Newhouse is one of trauma healing and recovery and interactions with our residents need to be handled sensitively and with a Trauma Informed Care lens.
Decision Making + Problem Solving	Obtains information and identifies key issues relevant to long-term goals, actively plans, leads and develops with others for the success of the program. Diligently thinks through problems and can select appropriate alternative courses of action to create a solution.
Stress Tolerance	Is even-tempered and keeps control of his/her emotions and behaviors, even in high-pressure situations. Maintains a positive attitude despite stress and frustration. Works effectively under pressure and approaching deadlines. Has a calming influence on others in stressful situations.
Creativity + Innovation	Recognizes and generates innovative solutions to challenges (thinks “outside the box”). Always seeks to challenge traditional assumptions and improve the way things are done. Fosters a working environment that encourages creative thinking and innovation. Is not afraid to take calculated risks and learn from mistakes. Balances creative thinking with practical application.

Confidentiality	Properly maintains the privacy of all client’s personal information and readily adapts to new procedures to ensure confidentiality is achieved.
Change Management	Continuously seeks and encourages others to seek opportunities for different and innovative approaches to addressing organizational challenges, advocates the need for self or others to seek a better way to address work processes.
Coaching + Mentoring	Inspires, motivates and guides others to action; creates a sense of job ownership by providing clear expectations, feedback, mentoring and training to help individuals achieve their goals. In return, is coachable and takes into account constructive criticism.
Functional Expertise	Has the functional competence (skills & knowledge) to be effective in his/her job. Keeps up to date with ongoing learning/studying. Actively seeks assignments and other on-the-job opportunities to improve self. Shares competence willingly with others.

WORK CONDITIONS

This position requires the ability to lift at least 40lbs, periods of standing, bending, and crouching. Indoor and outdoor (weather permitting) activities are expected.

EDUCATIONAL REQUIREMENTS

Associate’s degree in Early Childhood Education, Child Development, or Social Sciences (Psychology, Sociology, etc.) is strongly preferred.

EXPERIENCE, ABILITIES + QUALIFICATIONS

- Must possess executive maturity, sound judgment and a professional appearance
- Integrity, honesty and high ethical standards
- Keen interpersonal skills, being sensitive to our Trauma Informed Care model
- Alignment and adherence to the Newhouse mission, vision, and principles
- Ability to work a shift in between 8:00am – 7:30pm that changes weekly
- Ability to work effectively with diverse staff, parents, and community members
- Experience with conflict resolution and/or crisis management
- Action-oriented, entrepreneurial, adaptable, and innovative approach to curriculum planning
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Knowledge in Conscious Discipline and/or Creative Curriculum
- Must pass background check
- CPR / First Aid certified (or willing to become certified once hired)

AT WILL EMPLOYMENT

There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of Newhouse that employment is at will, which means that employment is for no specific term and that employment may be terminated by the employee or Newhouse at any time without cause.

Please submit a resume to apps@newhousekc.org and place “Children’s Advocate” in the subject line.

EQUAL OPPORTUNITY + AFFIRMATIVE ACTION EMPLOYER

Newhouse is an equal opportunity and affirmative action employer. We celebrate diversity and know that in serving a diverse population and employing a diverse team, we position our organization and community to thrive. We promote diversity of thought, culture and background and are committed to a work environment that gives voice to, supports, inspires and respects all individuals.

Employment at Newhouse is solely based on a person’s aptitude, qualifications and professional competence. We do not discriminate on the basis of race, color, ancestry, national origin, religion or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status, citizenship, or other characteristics protected by state or federal law or local ordinance.

Note: This position description is not intended to be all-inclusive. You may be required to perform other related duties within your skill set as negotiated and/or directed to meet the ongoing needs of your department and the organization.

I have read and understood the duties and expectations as described in this position description.

Employee Name

Date