



Safe
Embrace

A Full Service Intimate Partner Violence Intervention & Prevention Program

POSITION: Child & Family Advocate, Domestic Violence & Sexual Assault Agency

COMPENSATION: \$16.83 hr., 40hrs/week., Afternoons/Evenings, 100% paid Medical & Dental, Generous PTO & Holiday

EMPLOYMENT STATUS: Hourly, Full Time

REPORTS TO: Program Director

ORGANIZATIONAL DESCRIPTION:

Safe Embrace is a 501(c)(3) Nonprofit Corporation that has been serving the Reno-Sparks community for more than 15 years. We are committed to ending the cycle of intimate partner violence through innovative prevention and intervention services. Safe Embrace operates a 24hr. Crisis Hotline, 30-90 day residential and transitional housing program. We facilitate public survivor support groups, and provide individualized advocacy, case management support, and therapy. All of our survivor services and programs are focused on healing, empowerment and self-esteem building. Safe Embrace also works at the grassroots-level to educate our community about the issues of Domestic Violence, Intimate Partner Violence, Sexual Assault, Teen Dating Violence, and Stalking.

NOTE TO APPLICANTS:

All applications must be submitted to employment@safeembrace.org with the title of the position in the subject line. Only candidates who meet the minimum qualifications with complete applications will be considered (formal cover letter, resume, and references).

JOB DESCRIPTION:

This position provides advocacy, support and crisis intervention to survivors of domestic violence and their children. The Advocate works primarily at our confidential secure residence and performs advocacy (direct client service) and administrative duties.

Advocacy Duties & Responsibilities:

The Child & Family Advocate is responsible for the development and implementation of services to both resident and non-resident children and whose mothers receive services from the Safe Embrace Residential/Transitional Housing Programs. The advocate collaborates with area schools, social service agencies, medical and health care personnel, and community organizations to provide appropriate referrals for children's needs. The advocate will offer emotional support, work individually with each child and his or her parent to assist them in recovering from the effects of violence in their lives. Advocates facilitate client intake and exit interviews, conduct ongoing individual case-management, work with children and must frequently use crisis intervention and problem solving techniques.

Other Direct Client Service Duties & Responsibilities:

- Parenting support and facilitation of positive parenting groups
- Design & facilitate after school tutoring & activities
- Design & implement Kids Klub curriculum for males & females, aged 0-17
- Facilitate Kid's Klub groups during adult support groups (afternoons/evenings)
- Provide case management for Residential and TH program youth
- Establish and maintain case management records and files.

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- Ensure that precautions are taken to provide security and confidentiality for all children.
- Maintain confidentiality of resident and non-residents participant information and access to participant files.
- Advocates regularly facilitate house meetings, support groups, conflict intervention groups, and trainings for volunteers and the public.

* NOTE: Safe Embrace Advocates are Mandatory Reporters of Child Abuse and Neglect

Administrative Responsibilities:

Safe Embrace Advocates must maintain accurate and confidential case files, answer business calls on a multi-line telephone system, do statistical data entry, complete routine paperwork and produce small reports.

Advocates may be also asked to assist with client outings (shopping & evening events), outreach (public events & fundraisers), and perform facilities upkeep and maintenance (including occasional cleaning).

QUALIFICATIONS:

Minimum Qualifications –all candidates MUST:

- Pass a federal and state criminal background check and comprehensive drug screen.
- Possess a High School Diploma.
- Provide minimum of two professional references that will vouch for competency, honesty & reliability.
- Experience working on programs targeting at-risk children, and/or parents & parenting.
- Experience developing curriculum and ability to facilitate engaging educational programs, training workshops, and provide individualized support for Parents and Children struggling after incidents of Domestic Violence, and/or Sexual Assault.
- Be able to communicate effectively and professionally, even when under stress. Both orally and in writing.
- Be computer literate and able to use standard office equipment and software, including copy machines, fax machines, email, MS Office products (Outlook, Word, Excel), shared network drives, etc.
- Possess the ability to manage stress in a crisis environment.
- Possess the ability to set boundaries and maintain ethical relationships.
- Maintain a current and valid driver's license and insurance (100/300), ability to drive a full-size van (9 passenger), and clean driving record.
- Be able to work independently with little supervision, but also interact warmly with a small team of dedicated staff and volunteers in high-stress environment.
- Be able to lift 40 pounds –advocates frequently help shelter clients pack/unpack, load/unload.
- Be dependable & flexible.

Desired Qualifications

- Associate's or Bachelor's Degree in Social Work, Substance Abuse, Nonprofit Management, etc.
- Bilingual (English/Spanish)
- In-depth understanding of the dynamics of interpersonal violence.

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- Experience with dual-use shelter programs (domestic violence & sexual assault), homeless shelters, substance abuse programs, social services programs.
- Familiar with nonprofits, grant-funded projects, & importance of accuracy in grant reporting.

APPLICATION PROCESS:

- Candidates who do not meet the minimum qualifications will not be considered.
- Applications should include a cover letter highlighting interest and qualifications, a resume or CV, and a list of three recent professional references who can attest to candidate's knowledge, skills and abilities. References will only be contacted after a successful in-person interview (candidate will be notified).
- Send applications to employment@safeembrace.org

Safe Embrace celebrates the diversity in our nation, community and staff. We will not discriminate because of political or religious affiliation, race, ethnic, or national origin, age, sexual orientation, economic status, education, marital status or other non-merit factors.
