



YWCA Greater Lafayette

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DVIPP CHILD ADVOCATE

Department: Domestic Violence Intervention and Prevention Program (DVIPP)
Supervisor: DVIPP Program Director
Classification: Full-time, Non-Exempt, Generally Sunday-Thursday, 12:30PM - 9PM

Position Overview

The DVIPP Child Advocate is responsible for assessing and developing goals and action plans to ensure that the children of adult victims, as well as minor victims, are able to develop goals and achievement plans for a violence-free life.

Essential Functions

- Identify emotional, educational and medical needs of victims’ children or minor victims, through direct work with the child and parent, and make all necessary referrals to outside organizations.
- Advocate for children with law enforcement, social service, education and medical organizations and make referrals as needed.
- Facilitate family groups to support the attainment of violence-free lives.
- Train and supervise volunteers.
- Participate in weekly staff meetings.
- Maintain client and program confidentiality.
- Maintain all necessary documentation and records.
- Represent organization in a professional manner at all required meetings and events.
- Be on call as needed.
- Other duties as assigned.

Requirements and Qualifications

- Bachelor’s degree or Early Childhood work experience required.
- Obtain 10 Continuing Education Credits (CEUs) annually.
- Ability to work independently on assigned responsibilities and manage stressful or crisis situations.
- Ability to multi-task and adjust priorities as needed.
- Knowledge of community resources and support organizations preferred.
- Strong written and oral communication skills and ability to speak in public effectively.
- Familiarity with common computer software such as Word, Outlook and Excel.

Additional Requirements

To perform essential functions of this job, the employee is regularly required with or without reasonable accommodation to sit, stand, bend and reach with manual dexterity sufficient to operate standard office machines such as computers, copiers, telephones and other office equipment. Valid driver’s license required. May require lifting up to 40 pounds. Requires normal range of hearing and vision.

Acknowledgement

Acknowledgement of this Position Description does not constitute a contract of employment. This position can be modified at any time for any reason by YWCA Management.

Employee Signature

Date

Program Director Signature

Date

Executive Director Signature

Date