

The Montgomery Area Family Violence Program, Inc.  
dba Family Sunshine Center

**Position Title:** Child Advocate  
**Reports to:** Case Management Coordinator  
**Status:** Full-Time, Non-Exempt  
**Work Site:** Family Sunshine Center Shelter, Montgomery, AL  
**Work Schedule:** 12:00 PM – 9:00 PM

**Responsibilities:**

1. Provide therapeutic and other required child care services.
2. Plan and coordinate structured activities for the children.
3. Teach coping skills and body safety skills on age appropriate levels.
4. Coordinate, schedule, and assist with needed social services, i.e. medical exams, obtaining birth certificates and social security cards, and enrolling children in school.
5. Provide transportation for shelter families to access necessary social services.
6. Provide coverage for the crisis line as needed.
7. Supervise indoor and outdoor play areas.
8. Maintain children's clothes closet, including the acceptance and distribution of clothing, as needed.
9. Maintain an organized and sanitized children's play and storage area.
10. Coordinate, schedule, and supervise outings for children in shelter.
11. Assist in orienting new children to the shelter.
12. Conduct and complete developmental assessments.
13. Coordinate volunteer activities with the children's program.
14. Provide clients with empathetic listening to increase client's self-awareness, reduce dependency, and improve self-esteem.
15. Maintain residents' case files, coordinate phone usage, and advocate with social service agencies, law enforcement, etc., on behalf of the victims.
16. Submit complete and accurate client data, statistical reports, and evaluations, on a timely basis, and comply with other reporting requirements as required by agency policies and procedures.
17. Keep updated on relevant issues and new programs available for children.
18. Perform other duties as required by the Case Management Coordinator.

**Qualifications:**

- Background in child development or experience working with children
- Some college preferred.

**Knowledge, Skills, and Abilities:**

- Knowledgeable of children's rights.

- Ability to develop a good rapport with children.
- Excellent organizational and time management skills.
- Ability to multitask and work independently.
- Ability to display professionalism.
- Ability and experience working with a variety of groups and diverse populations.
- Ability to maintain poise and self-control in crisis situations.
- Strong computer skills in current Microsoft 365 applications to include Outlook, Word, Excel, and PPT.

**Travel requirements:**

- Ability to travel to regional and national conferences as needed.
- Reliable car and valid Alabama driver’s license and automobile insurance required.

**Physical Demands:**

The Child Advocate will be required to do some lifting, bending, and stooping from time-to-time in order to interact with the children. As part of keeping the clothes closet and children’s storage area organized, the Child Advocate will also be required to lift, push, pull, and reach.

I have received, reviewed and fully understand the job description for Child Advocate. I further understand that I am responsible for the satisfactory execution of the responsibilities described therein, under any and all conditions as described.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature