



## TRI-VALLEY HAVEN

3663 Pacific Avenue  
P.O. Box 2190  
Livermore, CA 94550

### Administration

Tel: (925) 449-5845  
Fax: (925) 449-2684

### Hotline

(925) 449-5842  
(800) 884-8119

Email: [mail@trivalleyhaven.org](mailto:mail@trivalleyhaven.org)  
Web Site: [www.trivalleyhaven.org](http://www.trivalleyhaven.org)

---

---

## CHILDREN'S ADVOCATE

*Non-Exempt ~ Full-time*

**Hiring Range: \$20.00 - \$24.04 per hour**

**General Responsibilities:** Under the direction of the Director of Domestic Violence Services, the Children's Liaison coordinates residential services for children; develops relationships with local schools, organizations serving children, and other relevant group; assists parents to develop healthy child-rearing skills. The Children's Liaison addresses special needs for young Haven clients.

**General Requirements:** Bachelor's degree level of conceptual thinking, one-year minimum experience with computers, one year in a non-profit setting; knack for detail work; experience working alone. Ability to work independently, manage time and tasks effectively. 1 year knowledge of violence toward women and children. Bilingual Spanish preferable. Completion of Agency Training within 6 months of employment (if not before).

### AREAS OF RESPONSIBILITY

#### I. CHILDREN'S SERVICES

- A. Responsible to develop and annual children's program plan to be submitted to the Director of Homeless Services and Executive Director.
- B. Responsible to develop an annual children's program budget to be submitted to the Director of Homeless Services and Executive Director for incorporation into the annual budget.
- C. Responsible for all aspects of the children's program, including family counseling and individual and group counseling for children.
- D. Provides a casework approach for each child living in the shelters to assure that children receive the highest quality program possible.
- E. Responsible to comply to all laws, including elder abuse reporting, CPS reporting, 5050 laws, and suicide assessment.
- F. Complies with all legal and ethical mandates regarding client welfare.
- G. Supervises volunteer children's staff.
- H. Maintains children's case files and other appropriate records and does reports as needed.
- I. Liaison with community agencies that serve children, such as Family Resource center, First 5 etc.
- J. Monitors and assures contract compliance, including reporting, with funding sources and childcare providers.

*"Creating homes safe from abuse."*

**II. PARENTING SUPPORT**

- A. Consults with mothers to see that needs of children are being met.
- B. Consults with and support mothers on parenting skills.
- C. Facilitates parent group.

**III. DIRECT SERVICE - When necessary or as time allows will also provide direct service to clients, including taking crisis line calls, doing intakes, counseling and doing advocacy with clients, enforcing house rules, and appropriate record keeping.**

**IV. GENERAL TASKS**

- A. Makes community education/public speaking presentations representing Tri-Valley Haven.
- B. Attends meetings including weekly staff meetings, and Board/Staff meetings.
- C. Participates in community fundraising and special events as required.
- D. Will serve as back-up staff for the crisis line and shelters on a rotating basis and assumes call forwarding of crisis line as required.
- E. Must have a valid California Driver's License and an insured automobile that the employee will use as necessary for agency related business, including transportation of clients.
- F. Tri-Valley Haven will obtain driving record directly from DMV on a yearly basis.

**V. OTHER TASKS AS ASSIGNED BY THE DIRECTOR OF HOMELESS SERVICES OR THE EXECUTIVE DIRECTOR.**

**VI. ADA ESSENTIAL TASKS**

- A. Working alone
- B. Working in high stress situations
- C. Working in emergency situations
- D. Working off-shift/rotating schedule
- E. Good reading vision
- F. Sitting
- G. Good communication skills
- H. Specific knowledge or education
- I. Learning ability
- J. Operation of motor vehicle
- K. Good distance vision
- L. Ability to speak clearly
- M. Ability to discriminate speech
- N. Reasoning and thinking skills
- O. Ability to problem solve