



# Job Description

**Job Title:** Parent and Child Advocate  
**Department:** Programs.  
**Location:** 200 or 224 Macdonald Ave.  
**Reports To:** Program Manager  
**FLSA Status:** Non-Exempt  
**Classification:** Full Time 40 hrs/wk  
**BFOQ:** English / Spanish (Preferred)  
**Revised:** April 2022

## SUMMARY OF POSITION:

The Parent and Child Advocate position will report to the Program Manager and work with the staff at the Center for Women and Children to develop, empower, encourage, and strengthen and support mothers and children in developing spiritually sound and healthy families. The position will focus on assisting the needs of all guests and residents providing an environment where individuals can find hope in Christ and direction for their life by empowering them to change their world. The Parent and Child Advocate position will guide, educate and model programs for parents that are designed to promote social, physical, intellectual and spiritual for families.

## DUTIES & RESPONSIBILITIES:

### Ministry

- Take opportunities to share the gospel of Jesus Christ and provide prayer support as available or requested.
- Demonstrate empathy, compassion, respect, hope, encouragement, active listening skills, confidentiality and ethical standards.
- Respond to and diffuse situations before escalation and handle disputes/altercations appropriately
- Able to handle emergency/crisis, determining the risks of harm to self and others, responding to the situation in a professional manner.
- Able to recognize and deal compassionately with substance abuse and mental health issues
- Help create an environment for spiritual growth and development through prayer, worship, devotions, and encouragement for both mothers and their children
- Provide a safe, nurturing and stimulating environment for children of various ages
- Perform and learn positive and nurturing parenting/care-giving responsibilities, techniques, and strategies
- Alongside the mothers, facilitate and supervise play and educational activities for children of various ages
- Provide training, guidance, and practical training to parents through observation, constructive feedback, modeling and educational instruction
- Work closely with each parent's Case Manager, and Program Manager and other staff to ensure that parenting goals are integrated and supported within the parent's individualized action plan
- Plan, execute and maintain weekly activities that allows parents to provide their children with age-appropriate activities and instruction,
- Create and maintain a safe, attractive, developmentally appropriate environment for parents to encourage children in the areas of autonomy, creativity, individual and group problem solving
- Conduct ongoing observations of the parents and children enrolled in the program, noting all progress, and other needs
- Develop and assist parents in facilitating activities that will promote healthy social, spiritual, emotional, intellectual and physical development of each child
- Assist the parents and children in keeping outside and inside play areas clean and orderly.
- Guide and Instruct parents and children in practices of personal cleanliness and self-care (hand washing, diaper changing, nose wiping, etc.).
- Coordinate with volunteers to provide activities and support for mothers and their children as needed

### Administrative

- Assist in the planning, development and oversight of childcare vocation
- Assist mothers and children in accessing resources in the community such as social services, medical resources, childcare, etc.

- Supervise and plan activities for children in the program such as camps, after school activities, tutoring, recreational activities, and other resources needed for the families and children in the program
- Facilitate and teach parenting classes, and other classes and groups that will assist in the development of spiritual sound and healthy families,
- Transport mothers and children to various appointments such as legal, doctors, as needed etc.
- Maintain attendance records and parent/child progress reports.
- Keep an inventory of materials needed for mothers and their children
- Ensure that parents are following proper safety precautions and procedures to ensure safety of their children
- Maintain monthly statistics reports regarding demographics and monthly count related residents
- Collaborate closely with staff including Chaplains/Program Coordinators, regularly meet with supervisor, and attend staff meetings and other continuing education seminars as required.
- Work effectively and cooperatively with other department staff/leaders and conduct tours of BARM facilities.
- Required to assist, oversee, and/or perform drug test, breathalyzer administration and COVID tests
- Ensure proper and correct documentation of interactions with all guest and residents
- Document and report all accidents/incidents/warnings/infractions to supervisor in an accurate and timely manner

#### Other

- Participate/cooperate with CFS and/or the court system as required (complete police reports, testify in court, etc.).
- Mandated reporter for children under the age 18 regarding physical, sexual, and emotional abuse and neglect.
- Handle emergency procedures appropriately as outlined in the Standard Operating Procedures.
- Flexible to work other shifts as needed for holidays, sick, vacation time, camp, special events, etc.
- Interact and train volunteer/intern involvement.
- Perform other duties as requested.

#### SKILLS & QUALIFICATIONS:

- Christian who desires to minister/work with people in varied circumstances related to homelessness including substance abuse recovery and mental illness; treating them with dignity and respect in all situations in accordance with the BARM Statement of Purpose, Statement of Vision and Statement of Faith.
- Bilingual – English/Spanish
- Interpersonal skills - exercise compassion and discernment while modeling the teachings of Jesus Christ.
- Able to dialogue with shelter guests/residents holding them accountable and encouraging them on their journey from brokenness to a new life based on relationship with Jesus Christ.
- Able and willing to honor the leadership, chain of command, standards and ministry objectives of BARM.
- Computer literate (Word, Excel, Database, Outlook, Internet); able to complete reports and accurately input information. Willing to continue education as needed or required.
- Must have a teachable spirit and the ability to multitask, listen, and follow instructions.
- Minimum two years of sobriety, if in recovery.
- Insightful, trustworthy, honest, reliable, and model appropriate boundaries.
- Street knowledge and understanding of anger management is highly desired.
- Valid California driver's license – required. Class B (preferred) with a driving record acceptable to the insurance carrier – required.
- CPR/First Aid certification – MUST BE CERTIFIED WITHIN 30 DAYS OF EMPLOYMENT.
- Yearly TB clearance – required.
- Criminal background check / Live Scan clearance – required.

#### WORKING CONDITIONS/PHYSICAL FACTORS:

*Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%*

- Work is primarily indoors and will require climbing three flights of stairs, sitting, standing, bending, reaching, and going from building to building – *frequently*.
- Carrying up to 40 pounds up and down stairs three flights of stairs – *occasionally*.
- Requires working with a diverse population, many of whom struggle with homelessness, addiction and mental illness – *continuously*.
- Environment will be odorous due to lack of personal hygiene and intoxication of guest – *frequently*.
- Requires a sustained level of high energy, stamina, and the ability to move about all of the facilities on a regular and ongoing basis – *frequently*.
- Involved in the collection of urine specimens – *occasionally*.

- Requires the ability to hear, see, and speak clearly – *continuously*.

**EQUIPMENT/TOOLS USED:**

- Computer (Word, Excel, Database, Outlook, Internet), Copier/printer, Phone, Fax, Breathalyzer, and Drug Testing Kit.

**MINIMUM REQUIRED QUALIFICATIONS:**

- Minimum high school diploma or GED
- 2+ years previous related work/volunteer experience with children and youth

**PREFERRED QUALIFICATIONS:**

- College education particularly in human services or related field
- Knowledge of substance abuse/recovery and mental illness
- Certified substance abuse counselor
- Bachelors in Early Childhood Development, psychology, or relevant coursework or Have at least 9 units in early childhood education, elementary/secondary/special education, child youth development, psychology

**Requirement:**

The Bay Area Rescue Mission is a privately funded 501 (c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and Statement of Purpose. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in all of the ministry activities of the Bay Area Rescue Mission;
- Subscribe to the Bay Area Rescue Mission Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to the Bay Area Rescue Mission Employee Handbook.

This position requires a Confidentiality Statement.

***My signature below acknowledges that I have read and understand the job description as described herein and that I can fulfill this position. I understand that this job description is not all-inclusive and that employment with the Bay Area Rescue Mission is always at will.***

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Signature

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Printed Name

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Date