

Posted: December 19, 2018

**External Employment Opportunity**

***We are inviting applications for a  
Indigenous Child and Youth Advocate***

**Posting :** # 2018-014  
**Posting date:** December 19, 2018  
**Hours of work:** 14 hours per week  
**Start time:** Immediately  
**Grid level:** **Unique (638 Points)**  
**Submission deadline:** ***Open until filled***  
**Submit resume to:** [Hr@vwts.ca](mailto:Hr@vwts.ca)

***“Women will live with dignity and respect, free from violence and abuse”***

*The Vernon Women's Transition House Society provides a wide range of supportive services for survivors of domestic and sexual violence through safe shelter, counselling, child and youth advocacy, outreach services, and collaborative community projects.*

*We strive to retain a grassroots kind of atmosphere of women helping women.  
Our work environment is casual and based on team work.*

***Job Summary:***

Advocates within the justice, child welfare and other systems for child and youth victims of violence, sexual assault, abuse and other crimes. Provides support from time of intake to the Child and Youth Advocacy Centre through system-related processes and into long-term supportive services ensuring that victims are given opportunities to address the effects of the crimes committed against them. Coordinates case management of Child and Youth Centre client case files by engaging community partners to work collaboratively to enhance service to the children and youth.

***Qualifications:***

***Education, Training and Experience***

- Education and knowledge: Bachelor's degree in a related human/social service field.
- Knowledge of child development, impact of trauma on children and youth, the justice and child welfare systems and the relevant legislation.
- Training and experience: Experience coordinating multi-disciplinary teams.
- Two (2) years recent related experience or an equivalent combination of education, knowledge, training and experience.

### ***Skills and Abilities***

- Excellent oral, written and interpersonal communication skills
- Strong organizational skills
- Good computer skills
- Demonstrated knowledge of violence against women, children and youth
- Strong ability to work effectively on a multi-disciplinary team
- Strong cultural competency
- Proficient time and general management skills
- Strong interviewing and assessment skills
- A high level of tact, diplomacy and professionalism

### ***Responsibilities and Duties:***

#### **A. Client Service**

1. Conducts client intake with capable children and youth and/or their caregiver by obtaining relevant demographic and case information, assisting the client to complete intake forms and explaining the Centre's policy on and limits to client confidentiality. Gains consent of the caregiver for coordinated case management activities.
2. Explains the services provided by the Centre, the process that the client will be involved in which may include an interview by police and/or child welfare personnel and follow-up care to be provided. Prepares the child/youth for this process by assessing and speaking to the child or youth's development level.
3. Coordinates the case management process by engaging community partners to share information and discuss specific cases. Prepares minutes of case management meetings and records action items. Follows up with partners to ensure that action items are complete and no gaps in service exist using a high degree of tact and diplomacy. Ensures that the best interest of the child or youth is considered at all stages of service.
4. Supports clients' interests and rights by performing victim service duties such as liaising with police, child welfare, Crown Counsel and other systems in order to coordinate service provision, obtain status updates on cases and advocate for the client to these systems as necessary. Acts as liaison between the client and the Centre by communicating thoroughly the recommendations of the Centre's multidisciplinary team, court outcomes and other information in order to ensure clients are well informed of their rights, systems processes and outcomes.

5. Provides accompaniment, victim service and advocacy to clients with the judicial, child welfare, social services, medical and other systems by providing information about their rights, bringing forward their needs and requests, ensuring that appropriate legislation is being followed and escalating issues to the appropriate services as required.
6. Works collaboratively with Centre staff and multi-disciplinary partners to provide ongoing case management to clients of the Centre.
7. Develops and maintains positive relationships with clients through following the Society's Code of Ethics and other relevant policy in order that the advocate-client relationship remains professional. Provides ongoing emotional support to the client through active listening, debriefing and validating client's concerns.
8. Provides emotional and practical support to caregivers of the child and youth clients of the Centre through active listening, debriefing and validating their concerns. Provides referrals to support services for caregivers as deemed necessary through assessing their needs.
9. Provides emergency response support to clients as required to maintain Centre operations.
10. Maintains current knowledge of issues and resources related to crimes against children and youth.

## **B. Program Administration**

11. Oversees the day-to-day operation of the program by ensuring that the necessary equipment is in place to make the Centre environment child and youth friendly, Centre protocols and procedures are adhered to and all Society policies are followed.
12. Maintains Centre documentation and client records in compliance with Society records management policy and procedures.
13. Collects and maintains statistics for the Centre and prepares and submits reports on Centre activities as required by the Community Programs Manager, funder and the Society.
14. Provides ongoing feedback to the Community Programs Manager on the services of the Centre and the multi-disciplinary team in order that the program can be evaluated and adjusted as necessary.
15. Provides indirect supervision of volunteers and students engaged to work in the Centre by providing work direction and monitoring.

### C. **Organizational Role**

16. Participates and contributes as a member of the Child and Youth Advocacy Centre Program team and multi-disciplinary partnership through case coordination.
17. Acts as a back-up to the Community-Based Victim Services Program in times of low staffing or as per the direction of the Community Programs Manager.
18. Adheres to the philosophies, policies, procedures and Code of Ethics of the Society. Accounts to the Community Programs Manager and participates in regular supervision meetings as directed. Participates in professional development through workshops, in-service and other training as directed.

### D. **Community Role**

19. Represents the Oak Child and Youth Advocacy Centre and the Society and its philosophy positively and professionally in the community.
20. Develops and maintains relationships with community professionals in order to enhance case coordination activities and in order to provide information on community agencies to clients. Initiates liaisons with community agencies as required by each client's case.
21. Provides presentations and public awareness about child abuse, child sexual assault and other crimes against children and youth and the services offered by the Centre.

### E. **Other**

22. Performs other duties as required.

Please submit resume with cover letter to [hr@vwts.ca](mailto:hr@vwts.ca) ***this posting will remain open until position is filled***  
please quote Competition # **2018-014** in subject line.

Please note that the selected candidate will require:

- A satisfactory Criminal Record Check for working with children and/or vulnerable persons
- Membership with the BC Government and Service Employees` Union- BCGEU
- A valid driver's license and availability of a personal vehicle in good operating condition for work purposes.

Preference will be given to candidates of Indigenous descent who meet the required qualifications.

While we appreciate all applications, only candidates selected for an interview will be contacted.