



Vision House is a 501 (c) (3) non-profit Christian housing support services program for homeless families with children.

Position Title & Location: Youth and Family Advocate, Shoreline, WA

Reports To: Lead Youth & Family Advocate

Classification: Full time: 40 Hours Per week, Non-Exempt

Compensation: \$15-\$18 per hour DOE

RESPONSIBILITIES

- Assesses family attachment and works with family to create a family plan of increasing attachment through structured play activities within Vision House and referrals to outside agencies.
- Meets with Children and families monthly to assist and support family with case management goals and individual development.
- Assists in the planning, facilitation and supervision of children's programming, including: Community center hours, holiday events, summer activities and small groups.
- Collaborates with other organizations to ensure best practice for residents needing community based support services.
- Assists in the training and support of volunteers who serve in the Children's program.
- Assists in the provision and maintenance of children's program policies and procedures.
- Assists with and supports administrative tasks including: data entry, filing, copying, phone calls, organizing, file maintenance, etc.
- Assists with data entry of residents, for statistical and evaluation of program.
- Participates in weekly supervision and case staffing meetings.
- Reports to Youth and Family Team Lead/Team Lead any observed or second-hand information regarding resident rule violation or concerns with individual children.
- Reports abuse/neglect to Child Protective Services and the Program Manager.
- Maintains confidentiality of resident families per Program policies/procedures.
- Perform other duties as assigned.

QUALIFICATIONS

- B.A. degree in social services, education or comparable field, A.A. degree may be combined with exceptional experience.
- Experience working with children and families who are at risk and in crisis.
- Experience working with diverse and/or special needs population and knowledge of homelessness, domestic violence, physical, sexual and emotional abuse and the effects on children.
- Experience with administrative support.
- Ability to provide a safe and welcoming atmosphere.
- Personal characteristics: approachable, empathetic, flexible, discerning, creative.
- Computer skills: Word, Access, Excel and Outlook.
- Valid Washington State Driver's License, good driving record and reliable transportation.
- Ability to work collaboratively with staff in a participatory environment.
- CPR and First Aid Certification within 60 days of hire date.
- AIDS/HIV Certification within 60 days of hire date.
- Must be able to lift and move 50 pounds.
- Must be able and willing to drive children to field trips/activities in a 15-passenger van.
- Must be willing to work a flexible schedule depending on program needs.
- Ability to pass background check.
- Ability to sign our Statement of Faith.
- Working knowledge of Christ-centered servant leadership.
- Ability to work well as part of a team as well as independently.

Send your resume to noreeng@vision-house.org or call 425-228-6356