



Kids Exposed to Domestic Violence (KEDS) Program Advocate Job Description

Job Title: Kids Exposed to Domestic Violence Program Advocate

Reports To: Program Director

FLSA Status: Non Exempt, Full time

Compensation: \$47,000 - \$64,900 annually

Benefits: Medical, Dental, Vision, 401K, Life Insurance

To apply: Send cover letter and resume to SheaH@napanews.org

Agency Description

NEWS is honored to provide domestic violence and sexual abuse advocacy services throughout Napa County. Recognized as a distinguished and well respected nonprofit organization, NEWS believes that the pathways out of violence can be as individual as the people we serve. Our innovative programs and services reflect that belief. The agency was formed in 1981 to provide immediate safety assistance to people escaping violence. For 35+ years, NEWS has grown and expanded its services to include programs to address the whole person, including the needs of children who have been exposed to violence and abuse. Our team is grounded in the values of dignity and respect, both for those we serve and for ourselves. We are committed to continually working toward reducing domestic violence and sexual abuse, promoting healthy relationships and to building a violence free community for all.

Position Summary

The KEDS Program Advocate is an essential position that focuses on helping children and families heal from their exposure to domestic violence and to prevent future violence. Our program is designed to help build resilience and protection for children and provide support for their caretakers to help them reduce trauma, create healthy environments and break the cycle of violence. The program also aims to inform the community regarding the impact children's exposure to violence, and to increase coordination and improve service delivery.

Primary Duties

- Assess needs of families and children who have experienced domestic violence
- Build relationships with County of Napa Child Welfare and Mental Health Departments and other providers in order to facilitate effective referrals to children's services and provide safety includes
- Coordinate and facilitate a bi monthly community collaborative involving other providers with a shared vision to support children exposed to domestic violence
- Develop and manage case plans that include multiple children service providers, schools, family resource centers, and various community agencies
- Provide coordination with contracted licensed therapy providers to facilitate support groups for parents of children exposed to domestic violence
- Plan and facilitate children's groups using tools to strengthen protective factors, and reduce risk factors related to exposure of domestic violence
- Develop outreach information regarding children's exposure to domestic violence
- Conduct parent education groups to help parents support their children by helping them recognize post-traumatic stress and create a safe home environment
- Collect, analyze and report on outcomes data related to the KEDS program



DOMESTIC VIOLENCE & SEXUAL ABUSE SERVICES
NAPA VALLEY

Education and/or experience:

BA in psychology, social work, early childhood education, or family studies or similar experience. Knowledge of developmental stages of children, education regarding trauma and trauma informed services, parenting techniques, and working with multi-disciplinary teams.

Language skills:

Ability to communicate clearly in writing, orally in English and Spanish, with strong organizational skills. Ability to write reports, business correspondence, and procedures. Ability to effectively present information and respond to questions from supervisors, peers, donors, board, general public, etc.

Computer Skills, Certificates, Licenses, & Registrations

Proven ability to work with a variety of programs including Word, Excel, Client Database, etc. Domestic Violence and Sexual Assault Counselor Certificate (or attain after hire). Valid California Driver's License required and current vehicle registration. Other mandatory certifications as needed.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions. Employee is required to talk and hear, and use hands and fingers to operate a computer and telephone keyboard. Employee may be required to help move small items less than 45 lbs.

Work Environment

NEWS is dedicated to providing safety, hope, healing and empowerment for survivors of domestic and sexual abuse. Equally, NEWS is committed to promoting safe communities and social change through prevention, intervention, education, and advocacy throughout Napa County. It is our belief that in order to promote respect within the lives of those we serve, we must first start by respecting and honoring those we work with here at NEWS.

Equal Employment Opportunity

NEWS is an equal opportunity employer. Federal and State laws and the Agency's policy prohibit employment discrimination against applicants for employment and employees on the basis of age, ancestry, sex/gender (including gender identity,) pregnancy, childbirth and related medical conditions, marital status, registered domestic partner status, medical condition related to cancer or genetic characteristic, national origin, physical or mental disability, race, religion, sexual orientation or veterans' status. Discrimination is also prohibited on the basis of a perception that a person has any of the above characteristics.

Intent of Job Description

This description is intended to indicate the kinds of work duties that will be requires in this potion. It is not intended to limit, or in any way modify, the rights of any supervisor to assign, direct, and contract work of staff under his/her supervision. The use of a particular illustration describing duties shall not be held to exclude other duties, not mentioned, that are of a familiar level or difficulty