

**JOB DESCRIPTION**  
**JOB TITLE: Child Advocate**

**DEPARTMENT:** EMPOWER

**I. POSITION PURPOSE**

Responsible for ensuring quality of services and placement stability to children placed within 2INgage. Responsible for identification of gaps in services needed for these children. Coordinates with Community Engagement staff to identify these needs and develop plans to secure these services within the community. Promotes the well-being of children, participates in staff meetings/trainings and coordinates with staff from other agencies involved in providing services to children. Performs the following duties directly.

**II. NATURE AND SCOPE OF RESPONSIBILITIES** include, but are not limited to, the following. Other duties may be assigned.

Coordinates staffing with DFPS, providers, and other stakeholders for children at risk of placement disruption.

Identifies service gaps needed in order to stabilize placements.

Works as a team with Community Engagement staff to develop sources within the community for these identified needs.

Coordinates and assists with care coordinator staff to locate and arrange for appropriate placement of children when a disruption occurs.

Serves as a liaison for all Agency children placed in residential and psychiatric facilities.

Ensures older youth receive PAL services as required by contract and standards.

Ensures placements adhere to applicable regulations and Contract outcomes.

Communicates youth's needs and concerns from DFPS to provider placement staff and Foster Families.

Coordinates transportation services for authorized requests based upon established Agency criteria.

Ensures children are placed in properly trained and licensed facilities with appropriate capacity to accept placement.

Handles crisis calls and emergencies.

Completes documentation and forwards reports containing descriptive, analytical, and evaluative content.

Coordinates with CPA's to ensure licensing compliance of care providers.

Coordinates with CPA's on the delivery of services to children and families.

Will be required to drive personal or agency vehicle while transporting children or conducting agency business. Must possess a valid driver's license. Must meet agency underwriting standards while driving agency vehicles and/or transporting clients.

Refrains from assuming any duty that is unrelated to and/or interferes with the responsibilities of the position.

Advocates, promotes, and practices cultural sensitivity and responsiveness in all day-to-day interactions.

Develops, promotes, and practices teamwork in all activities.

Participate in rotating on-call schedule to cover job requirements after regular business hours.  
Supervision of children awaiting placement.

**SUPERVISION:**

No direct supervisory responsibilities.

**III. EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

Bachelor's degree required. Experience in juvenile intake, placement services or other social service experience strongly preferred.

**PRESENTATION SKILLS:**

Ability to read, analyze and interpret common scientific and technical journals, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or Board of Directors.

**FINANCIAL/COMPUTATIVE SKILLS:**

Ability to read and interpret financial statements, budgets, audit reports, etc. Ability to perform basic mathematical operations such as discounts, interest, commissions, proportions, percentage, area, etc. Ability to apply concepts of basic algebra, geometry, and statistics. Familiarity with computers and their capabilities.

**ANALYTICAL ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, graph, chart or diagram form and deal with abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None required.

**IV. PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, stand, sit, and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel. The employee is required to be able to safely operate a motor vehicle and be able to obtain a license therefore.

The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**V. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

**VI. PRINCIPAL ACCOUNTABILITIES**

Identifies gaps in service availability to youth in care.

Coordinates staffing for children and youth at risk of placement disruption.

Arranges and coordinates appropriate placement of youth in properly trained and licensed facilities when needed.

Coordinates with Agency program, service and administrative staff on the delivery of services to children and families.

Handles crisis calls and emergencies.

Ensures all agency policy and contract guidelines are followed.

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Employee Printed Name

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Date

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Employee Signature