

KAN-WIN

Position: Children's Advocate

KAN-WIN is a non-profit, community-based organization that supports Asian American women and children victims of domestic violence and sexual assault in Chicago and its surrounding suburbs. KAN-WIN's services include 24-hour domestic violence crisis line, case management/counseling, legal/social service advocacy, Transitional Housing and Children's program, and community education/outreach.

Job Responsibilities

The Children's Advocate is responsible for ensuring that all children and parents who seek assistance from KAN-WIN receive comprehensive counseling and case management services in a linguistically appropriate and culturally sensitive manner.

Specifically, the Children's Advocate's responsibilities include, but are not limited to:

Counseling

- Provide on-going individual counseling, and organize and implement support groups to child/adolescent clients who are witnesses of domestic violence or direct victims of domestic violence and/or sexual assault.
- Provide family counseling between children and their survivor parent.
- May be assigned to provide counseling and case management services to adult clients as needed.

Case Management

- Assess child(ren)'s and family's needs and plan individual services accordingly.
- Provide crisis intervention for clients to ensure that immediate medical, legal, transportation and childcare needs are met.
- Conduct periodic home visits to ensure child(ren)/adolescent's safety and needs are met.
- Manage documentations of all cases and prepare necessary reports.
- Work with other staff to provide needed services to clients.
- Participate in all case reviews and staff meetings.

Parental Services

- Work with parents to provide parenting education, counseling related to child issues, and assessment of their children's needs.
- Provide assistance to the survivor parents to search and enroll in childcare arrangements.
- Provide parenting education and organize professional experts to provide parenting education.

Education and outreach

- Manage and train volunteers of mentors and tutors.
- Provide external education and presentation regarding children's issues.
- Assist with community education and 40-hour volunteer training.

- Develop community resources and make appropriate referrals to meet client's needs.
- Organize recreational activities, such as field trips and Holiday parties.
- Organize childcare for adult participants of support group who need childcare.
- Build partnerships with children service organizations and systems for child protection.

Advocacy

- Link children with appropriate community resources, and specialized programs and services based on needs.
- Provide school advocacy and assist the survivor parent and child/adolescent to effectively communicate with school.
- Provide systems advocacy with DCFS, Child Advocacy Center, police, and state's attorneys.

Other Organizational Responsibilities

- Assist and participate in all organizational activities such as program development, fundraising, and office administration.
- Provide additional services as needed.

Required Qualifications:

- Demonstrate commitment to the mission and goals of KAN-WIN.
- Experience in working with children and adolescents in the capacity of counseling and advocacy.
- Able to speak, write, and read in an Asian language is highly preferred.
- Driving is needed for this position; you must have a valid driver's license.

Desired Qualifications:

- A Bachelor's degree in Social Work, Counseling or related field.
- Working knowledge of the dynamics of the social service organizations and immigrant community.
- Excellent communication skills, writing and public speaking.
- Illinois 40-hour domestic violence training certificate. Or must obtain the certificate within three months upon hiring.

How to Apply:

TO APPLY, SEND FOLLOWING TO: hr@kanwin.org. Please specify "Application for Children's Advocate Position" in the subject line, and attach the followings materials:

- Resume
- Cover letter specifically referencing qualifications enumerated above
- A list of three references