



**POSITION TITLE: CHILD & FAMILY ADVOCATE**  
**SUPERVISED BY: DIRECTOR OF PROGRAMS**

### **About the Position**

The Child & Family Advocate position provides case management support, and coaching based upon recommendations from Agape team members. The Child & Family Advocate will act as a community organizer and serve as a referral source for families, provide intensive case management as well as develop and implement intervention strategies for students and families. The Child & Family Advocate is required to operate consistently within the program standards, mission, and guidelines as outlined by the Agape Youth and Family Center's Policy Manual.

### **Duties and Responsibilities:**

- Build rapport with students and their families, as well as schools and other social service providers
- Provide direct support, coaching, mentoring and intervention to increase youth self-sufficiency and goal attainment
- Complete documentation including, but not limited to: care and services plans, needs assessments, progress notes and protocols for crisis-oriented measures.
- Research and advocate for appropriate public assistance resources for families
- Provide crisis intervention and conduct home visits, as needed
- Facilitate evidence-informed training such as Darkness to Light, Parenting Classes, Cultural Sensitivity and others deemed necessary to better protect Agape children and families.
- Ensure that all case files, and other records, strictly comply with policies, regulations, and procedures
- Supervise and provide guidelines for social work interns as needed
- Actively participate in all Agape programs (including day program for senior citizens) and in ongoing training as needed in order to meet all certification standards and credentialing policies
- Conduct small groups as it relates to social and emotional learning
- Operates with working knowledge of policies and laws that affect immigrant children and families.
- Serve as Agape representative in the community in an effort to bridge the gap between our families and community resources offered by Atlanta.
- Serve as point of contact for community outreach such as ESL, Abriendo Puertas, GLCCC (GA Latino Complete Count Committee-Census), Extreme Bedroom Makeover, PRUMC Day of Service, Great Backpack Giveaway, etc.
- Create and maintain Agape Parent Association (APA)
- Be the main point of contact for civic engagement and advocacy, bring service-learning projects and opportunities for our students.

### **Qualifications and Requirements:**

- Graduate degree from an accredited school of social work preferred. LMSW required, however LCSW preferred.

- Experience working with underserved students and administering assessments in a social services capacity preferred.
- Clinical interviewing skills, strong crisis intervention and leadership skills, flexibility, organizational abilities and ability to be patient and calm in stressful situations.
- Proficiency in Microsoft Office including word, Outlook, PowerPoint, and Excel.
- Excellent written and verbal communication skills.
- Must be sensitive to the challenges of underserved families, and have the ability and desire to work with people of different ethnic and socio-economic backgrounds.
- A self-motivated team player with excellent interpersonal and customer service skills to deal with a variety of personalities in a positive manner.
- Bilingual in Spanish

Interested candidates must submit a brief cover letter, resume and three references by email to [cchapman@agapeatlanta.org](mailto:cchapman@agapeatlanta.org). No phone calls please.