



## Nome Community Center, Inc.

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Post Office Box 98  
Nome, Alaska 99762  
Website: [www.nomecc.org](http://www.nomecc.org)

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### **JOB TITLE: Client Advocate – Part Time**

#### **NATURE OF WORK:**

Client Advocates are responsible for providing therapeutic interactions and supervision to youth who are placed in the Nome Children's Home, a temporary shelter and treatment facility for children awaiting permanent placement, reunification or completion of their treatment plan. Staff members are responsible for implementing appropriate social, educational and recreational strategies with youth, timely documentation, home security, household duties, de-briefing sessions, and crisis intervention.

#### **RESPONSIBILITIES:**

- a. Actively work towards developing and maintaining a therapeutic relationship with children and their families
- b. Assist with the intake process and demonstrate familiarity with a youth's case plan and targeted goals
- c. Provide therapeutic supports and model life skills
- d. Assist consumers with other services as determined by the treatment team, e.g. vocational, recreational activities, etc. and document case-notes
- e. Follow mandatory reporting laws with any and all incidents of harm within 24 hours
- f. Ensure child confidentiality as prescribed by agency policy and federal law
- g. Actively seek clinical and administrative direction
- h. Understand and comply with all agency policies, procedures, plans, program requirements and protocols
- i. Perform all shift responsibilities which include monitoring children, assisting with cleaning, laundry, prepare meals, and help children with their daily routine
- j. Attend and participate in meetings, committees and trainings as assigned
- k. Provide transportation as needed for children
- l. Maintain a positive, professional relationship in the community, i.e. with schools, recreational centers, and other off-site activity areas
- m. Other duties as assigned

#### **MINIMUM QUALIFICATIONS:**

- a. Must be 21 years of age or older
- b. Must have the ability to relate to and experience in working with children who have experienced emotional and physical trauma
- c. Must be able to read, write, and speak English

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- d. Must demonstrate and display an understanding and sensitivity to serving a culturally diverse and/or special needs population
- e. Must have experience working with children
- f. Must have at least 3 references that can attest to applicant's work with children
- g. Must be able to pass a state and federal background check
- h. Must be organized, efficient, and able to multi-task
- i. Must have or be able to attain in 30 days of employment a valid Alaska Driver's License with a clean driving record

#### **ADDITIONAL PHYSICAL REQUIREMENTS**

- a. Move quickly throughout living unit and outdoor area in order to monitor/supervise child activities, alarm systems, emergency procedures, lighting, etc.
- b. Legibly produce reports regarding youth and house events
- c. Transport, supervise, and assist youth with chores
- d. Help children sort, fold and store laundry; participate in the maintenance of a clean, living unit and grounds (shoveling/sweeping snow, picking up trash, etc.)
- e. Pick-up, carry, and store groceries, household, and program items
- f. Supervise and participate in recreational and leisure time activities
- g. Be engaged in physical exercise with youth such as running, walking, hiking, etc.
- h. Demonstrate the ability to perform CPR and First Aid and other physical crisis interventions, as approved by the agency

#### **BENEFITS TO YOU:**

- Rewarding work and engagement within the community through meaningful, life-saving services
- Connecting with youth to learn about culture and traditions of the region
- Enhance administrative skills with event and activity planning and management
- Develop compassion, empathy and respect for people of different backgrounds
- Have access to a dedicated support team with a strong community emphasis

SALARY: \$19.75/hour  
HOURS: Part Time, On-Call  
SUPERVISOR: Director, Nome Children's Home

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