

**eliminating racism  
empowering women**  
**ywca**

**Central Massachusetts**

Position: Children's Advocate, Daybreak Program

Accountability: Program Director

Availability: Monday 3:00 - 11:00pm; Tuesday 9:00am - 2:00pm; Wednesday 1:00 – 8:00pm;  
Friday 7:00am – 3:00pm

Location: Worcester

CORI Required: Yes

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**About the YWCA Central Massachusetts**

For more than 125 years, the YWCA Central Massachusetts has served as a life-long positive force for women and girls, their families and communities. By leveraging the reach, power and passion of our members and supporters, we have created lasting change.

The YWCA Central Massachusetts offers a wide range of programs, including early education & care; domestic violence services; career assistance; healthy lifestyle promotion. Our services strengthen women and girls in the community, helping them to realize their full potential.

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**General Function:**

Provides services to children residing in our shelter including conducting intakes, implementing plans for counseling and education, planning appropriate activities, conducting playgroups as well as providing education/resources to mothers.

**Responsibilities:**

1. Conducts intakes on new children.
2. Plans and prepares appropriate activities including activity bags for independent use and conducts playgroups providing a forum and role model for creative, respectful, non-violent play and conflict resolution for children in the shelter.
3. Facilitates a Parenting Skills Group for mothers and provides materials/resources to mothers concerning children's issues.
4. Plans or co-facilitates Family Night activities to promote mother-child interaction.
5. Facilitates a weekly mother-child group.
6. Enforces shelter guidelines according to agency policies.
7. Communicates to mothers and appropriate staff observations and feedback regarding children's behavior.
8. Maintains appropriate observation logs on children's progress behavior and disposition.

9. Meets with children individually if needed to help them understand violence, power and control, and help them resolve their own issues about violence in their lives.
10. Completes required paperwork.
11. Maintains inventories of materials/supplies at shelter for children's use.
12. Attends in-service training, staff meetings, supervisory meetings and workshops to enhance skills and understanding of issues.
13. Answers Hotline when needed.
14. Provides crisis intervention when needed.
15. Performs other related duties as needed and assigned by Director of Residential Services to ensure the smooth operation of the shelter program.

**Qualifications:**

- Bachelor's degree in child development, education, psychology or a related field.
  - Understands the issues of domestic violence/family violence and its effects.
  - Experience working with children.
  - Strong organizational skills and flexibility.
  - 'Go getter' and creative.
  - Valid Massachusetts driver's license.
  - Bi-lingual, bi-cultural preferred.
  - Ability to lift and move up to 50 lbs.
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**How to apply:**

If you are interested in applying for any of the above positions please complete an Employment Application and send the completed application and resume to:

Email: [HR@ywcacentralmass.org](mailto:HR@ywcacentralmass.org)

Fax: Human Resources at 508-754-0496

Mail: YWCA Central Massachusetts  
Attn: Director of Human Resources  
1 Salem Square  
Worcester, MA 01608-2090

The YWCA Central Massachusetts is an Affirmative Action/Equal Opportunity Employer.