



## **Job Posting**

### **Family Advocate**

Full-Time

Salary: \$40,000–\$45,000 annually

Berkshire County Kids' Place & Violence Prevention Center, Inc. is seeking a compassionate, organized, and motivated Family Advocate to join our nationally accredited Children's Advocacy Center. This position plays a vital role in supporting children and families impacted by abuse by providing advocacy, service coordination, and access to community resources while working alongside a multidisciplinary team of professionals.

If you are passionate about helping children, enjoy building relationships with families and community partners, and thrive in a collaborative, mission-driven environment, we encourage you to apply.

### **What You'll Do**

As the Family Advocate, you will:

- Provide trauma-informed support and advocacy to children and families.
- Conduct client intakes and assist families in accessing Kids' Place services and community resources.
- Coordinate services with clinicians and multidisciplinary team partners.
- Maintain accurate client documentation and data for reporting and grant compliance.
- Participate in case coordination meetings and ongoing professional development.
- Coordinate community outreach, prevention education, and professional training opportunities throughout Berkshire County.
- Represent Kids' Place at community events, schools, health fairs, and public awareness activities.
- Build strong relationships with community organizations and partner agencies to increase awareness of Kids' Place services.
- Create and oversee online social media community education.

### **Qualifications**

We're looking for someone who has:

- A bachelor's degree in social work, human services, psychology, education, or a related field preferred (equivalent experience in advocacy, community services, or nonprofit settings will be considered).
- Experience working with children, families, victims of trauma, or human service programs preferred.
- Strong communication, organizational, and interpersonal skills.
- Experience with documentation, data entry, and case management systems preferred.
- The ability to work independently while collaborating effectively within a multidisciplinary team.
- A commitment to trauma-informed, child-centered services.
- Complete required background checks.
- A valid driver's license, reliable personal transportation, and automobile insurance. Regular travel throughout Berkshire County is required. Mileage for approved work-related travel is reimbursed according to Kids' Place policy.

## **Schedule**

This is a full-time position primarily working weekday business hours (9 am – 5 pm). Flexibility is required to attend occasional evening and weekend outreach events, trainings, and community presentations.

## **Benefits**

- Comprehensive health insurance benefits, including medical, dental, and vision coverage
- Two weeks of paid vacation annually, increasing with years of service
- Twelve paid holidays
- Forty hours of paid sick leave
- Thirty-two hours of paid personal leave
- Mileage reimbursement for approved work-related travel

## **About Kids' Place**

Berkshire County Kids' Place & Violence Prevention Center, Inc. is a nationally accredited Children's Advocacy Center serving children and families impacted by abuse and violence throughout Berkshire County. We provide forensic interviewing, family advocacy, evidence-based mental health treatment, prevention education, and multidisciplinary coordination to promote healing, safety, and justice for children.

## **To Apply**

Please submit your resume and cover letter to Heather Williamson, Program Director, at [hwilliamson@kidsplaceonline.org](mailto:hwilliamson@kidsplaceonline.org).

Berkshire County Kids' Place & Violence Prevention Center, Inc. is an Equal Opportunity Employer and values diversity in its workforce. We encourage applicants from all backgrounds and experiences to apply.