

THE SECRET PLACE HOME, INC.

POSITION DESCRIPTION  
FOR  
CLIENT ADVOCATE

Position Assignment

Title: Client Advocate  
Recruited by: Supervisor/Director  
Approved by: President

Working Relationships:

Reports to: Program Director  
Report to Clinical Director for Direct Care  
Training / Development  
Participates on Staff Team: Works closely with all staff in keeping with a team approach to meeting the needs of residents.

**Basic Functions:**

Responsible for the day-to-day care, guidance, and training of the residents placed in The Secret Place safe home, all in keeping with the Program Policies & Procedures Manual specifically related to her assignment, any handbooks provided, and in compliance with the Personnel Policies and Procedures Manual provided to all The Secret Place Home, Inc. employees.

**Basic Responsibilities:**

1. To be on duty during hours specified on work schedule.
2. To assure the safety, well-being, educational, social and spiritual growth of each resident.
3. To cooperate as a team member, always seeking the best interest of each applicant and resident who comes to us for care.
4. To supervise and offer guidance/support to residents in all daily activities, including school/education time, groups, life skills, chores, etc.
5. To serve as a positive role model and to teach appropriate social skills in all settings.
6. To encourage spiritual growth and awareness through daily devotions (group & personal); prayer at meals and participation in weekly worship.
7. To demonstrate knowledge and familiarity with agency Program Policies and Procedures Manual, The Secret Place Home, Inc. safe home Operations Manual, handbooks and Personnel Policies and Procedures Manual.
8. To submit all correct documentation on forms and schedules called for by supervisor.
9. To keep supervisor informed, as soon as possible, in the event of emergencies or unusual developments.
10. To perform such other duties as may be assigned by supervisor.