



Bilingual Children's Services Advocate
Job Description
July 1, 2026

Healing Abuse Working for Change, Inc., creates social change by taking action against personal and societal patterns of violence and oppression. Since 1978, HAWC has provided free services and support to victims of domestic abuse on Massachusetts' North Shore to help them make informed, independent decisions about their futures. More information is available at www.hawcdv.org.

General Description

This full-time (40 hours/week) position is responsible for ensuring that children and families impacted by domestic abuse receive high-quality, trauma-informed programming, referral assistance, and systems navigation support. The Children's Services Advocate collaborates with other HAWC programs and external partners, conducts outreach to families, and supports agency-wide community and professional education efforts. This role requires flexibility in scheduling to accommodate participant programming and community events, which may occur outside of traditional business hours.

This is a salaried position with an annual compensation range of \$50,000 – \$52,000, with consideration given to experience and bilingual language skills (compensated at \$1,500/year). This is a hybrid role, requiring in-office presence at least three days per week. Remote work eligibility is based on demonstrated ability to effectively fulfill job responsibilities, evaluated after the first half of HAWC's four-month introductory period. The Children's Services Advocate is supervised by HAWC's Director of Programs and Community Partnerships. The work schedule is flexible and includes participation in all required internal and external meetings, facilitation of groups and activities, and attendance at outreach and education events that may occur outside standard business hours.

Summary of Benefits:

- 3 weeks of vacation per year during first year; increases at year 5, carryover of 2 weeks
- 13 Holidays off per year
- 13 Sick days per year
- 5 Personal days per year
- 70% Health Insurance paid by HAWC



- 70% Dental Insurance paid by HAWC
- 70% Paid Family & Medical Leave paid by HAWC
- 100% Short & Long Term Disability paid by HAWC
- 100% Employee Assistance Plan paid by HAWC
- 100% paid Life Insurance (1x annual salary up to \$50,000)
- Health Reimbursement Account (HAWC pays first 50% of deductible)

Position Responsibilities:

- Plan, organize, and facilitate a range of children's programming, including Story Time, Play Pals, shelter therapy dog visits, and Creative Coping children's group, in collaboration with HAWC staff and volunteers
- Plan, organize, and co-facilitate parenting support groups, including *Parenting through Challenges* and *Parenting in America*
- Facilitate team meetings for Salem and Gloucester Parent-Child Trauma Recovery Program (PCTRP) teams
- Plan and facilitate occasional family activities at the shelter in collaboration with the Shelter Manager
- Collaborate with HAWC's Manager of Community Collaboration to train, support, and organize volunteers engaged in Children's Services programming
- Provide training and support to HAWC Advocates in screening and referring clients to the Children's Services program
- Participate in education and outreach efforts within HAWC and the broader community to support program engagement
- Meet with shelter and community-based participants to assess needs and coordinate referrals
- Network and collaborate with organizations serving children and families, sharing relevant information and resources with staff and participants
- Work with the Director of Programs and Community Partnerships to adapt services for specific client populations and pursue additional opportunities in supporting participants
- Foster relationships with PCTRP clinical partners and clinicians, supporting service expansion as needed
- Participate in the recruitment and training of PCTRP clinicians
- Enter service data into Empower DB database
- Assist in gathering and preparing program information for grant applications and reporting
- Other related responsibilities, as assigned



Position Requirements:

- Completion of HAWC's 25+ hour training for new staff and volunteers
- Attendance at regular supervision, training, team meetings, and all-staff meetings
- Flexibility to work outside traditional business hours for facilitation and outreach, as needed
- Reliable access to transportation
- Basic proficiency in computer and internet use

Preferred Characteristics:

- Bilingual/Bicultural candidates strongly preferred
- Experience engaging children and families in support services
- Commitment to providing trauma-informed care to survivors of domestic abuse
- Strong organizational, interpersonal, and communication skills (both verbal and written)
- Dedication to equity, inclusion, and cultural responsiveness
- Ability to work both independently and collaboratively
- Community networking experience
- Experience in group facilitation and educational programming

HAWC is an Equal Opportunity Employer. People of color, LGBTQ people, bicultural and bilingual people, people with disabilities, and survivors of partner abuse are encouraged to apply. HAWC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, national origin, religion, gender or gender identity, familial status, disability, ancestry, age, marital status, public assistance status, sexual orientation, veteran history/military status, genetic information or membership in any group protected by federal and state law.

Please email cover letter and resume to Jillian Nebesar at jilliann@hawcdv.org with “Bilingual Children’s Services Advocate” in the subject line, or mail to HAWC Attn: Jillian Nebesar, 27 Congress St. Ste. 204, Salem, MA 01970.