

Houston Area Women's Center



**Children & Youth
Services
Childcare/Enrichment
Provider**

Department: Counseling & Advocacy
FLSA Status: Non-exempt

Job Status: Part-time

Work Schedule:

Mon 5:00 p -9:00 p
Tues 5:00p - 9:00p
Wed 5:00p - 9:00p
Thurs 5:00p- 9:00pm
Fri 5:00 - 9:00p
(Saturdays, as needed)

Reports To: Manager of Residential Client Services

Amount of Travel Required:

Positions Supervised: No

POSITION SUMMARY

Responsible and accountable for the provision of quality onsite childcare and/or enrichment activities at the residential facility for child survivors or witnesses of domestic violence.

DUTIES AND RESPONSIBILITIES

Direct Services Counseling Responsibilities

1. Provide specialized programming for children aged infant-to-17 years while parent or guardian attends support sessions.
2. Communicate special concerns about clients - both adults and children - to supervisor.
3. Work cooperatively with other staff to ensure optimal utilization of resources and efficient management of the program.
4. Responsible and accountable for the provision of quality childcare.
5. Provide crisis intervention as needed.

6. Provide referral information, counseling and emotional support in a non-judgmental, non-directive manner to clients.
7. Provide for the general safety and welfare of clients through supervision during program hours and by creating a safe environment.
8. Report suspected and prior abuse/neglect to either Child Protective Services or Adult Protective Services when appropriate.

POSITION QUALIFICATIONS

SKILLS & ABILITIES

- Speak, writes, and understands English proficiently.
- Have a reliable means of transportation.
- Bilingual preferred

Education: Associate degree preferred or equivalent experience in Early childhood Education; or training certificate; or currently enrolled in higher learning institution.

Experience: 1 year childcare experience; knowledge of developmental milestones

Computer Skills: Experienced in Microsoft Office specifically Excel and Outlook

- Accountability - Ability to make decisions, follow-up and take responsibility for the outcome of those decisions.
- Ability to open and close the Early Childhood Center, as needed.
- Accuracy - Ability to perform work accurately and thoroughly.
- Detail Oriented - Excellent organizational skills.
- Ethical - Ability to demonstrate conforming to a set of values and accepted standards.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Reliability - The trait of being dependable and trustworthy.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Flexibility in schedule is needed for staff coverage, client issues, trainings, etc.
- Understanding of issues related to residential programs and sensitivity to cultural diversity.
- Ability to maintain confidentiality of clients' information as well as shelter location for the safety of clients and staff.
- Critical thinking skills are also needed to perform duties.

Other Requirements:

- Understanding and sensitivity toward the issues of domestic violence, sexual assault and the purpose and philosophy of the Direct Services Program.
- Ability to function effectively in a crisis center with emergency situations.
- Must complete Houston Area Women's center's crisis intervention training.
- Model and teach nonviolent discipline and conflict resolution skills to adults and children receiving services.
- Awareness of the importance of volunteerism and its contribution to social service agencies.
- Participate in HAWC events and trainings throughout the year.
- Maintain accurate records, statistics, and documentation of services.
- Report unsafe activities/practices in all areas of the facility to the Manager of Operations.
- Complete assigned projects from the supervisor.
- Participate in committees as needed.
- Other duties may be assigned. Should such duties become routine, the position will be reviewed and revised.

PHYSICAL DEMANDS

- Ability to stand and walk around for extended periods of time is required. Employee will also need to need to squat or bend, reach outward or upward to effectively discharge job duties.
- Job incumbent must be able to lift/carry and/or push/pull up to 40 lbs.

WORK ENVIRONMENT:

MISSION OF THE HOUSTON AREA WOMEN'S CENTER: The Houston Area Women's Center helps individuals affected by domestic and sexual violence in their efforts to move their lives forward. We provide shelter, counseling and advocacy to support them in building lives free from the effects of violence. We seek social change to end domestic and sexual violence through community awareness and education. Our services are confidential and available to everyone.

The primary work location for the incumbent in this position is off-site.

ESSENTIAL FUNCTION STATEMENT:

The Houston Area Women's Center has reviewed this job description to ensure that essential functions are included with the duties and responsibilities. To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

REVIEW AND APPROVAL:

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the agency reserves the right to change this job description and/or assign tasks for the employee to perform, as the agency may deem appropriate.

Prepared by: Human Resources

Date: 11/22/2016

Employee Signature: _____

Date: _____