



Houston Area Women's Center

## Children & Youth Enrichment Coordinator

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**Department:** CYS Residential  
**FLSA Status:** Exempt

**Job Status:** Full-Time

**Work Schedule:**

Monday 11am - 8pm  
Tuesday 9am - 6pm  
Wednesday 11am - 8pm  
Thursday 9am - 6pm  
Friday 9am - 6pm  
\*one Saturday a month

**Reports To:** Manager of Client Services

**Amount of Travel Required:** up to 25%

**Positions Supervised:** Yes  
Enrichment Specialist

### POSITION SUMMARY

Coordinate enrichment services for children and youth at the residential program. Provide advocacy and support to children and youth clients.

### DUTIES AND RESPONSIBILITIES

#### Program Development and Implementation Responsibilities

#### Supervision

- Coordinates children and youth services in the residential program and make recommendations to the supervisor.
  - Ensure quality and accuracy of all services provided by enrichment program.
  - Manage staff issues, concerns in a proactive and professional manner
  - Develop and implement a system that will ensure annual employee appraisals are completed in a timely manner.
  - Responsible for hiring, onboarding, supervision and termination of residential children and youth enrichment staff
  - Assure provision of quality, safe services to clients.
  - Provide crisis intervention to adult and child survivors of domestic abuse and sexual violence if needed.
  - Maintain current knowledge in the field and attend seminars/workshops to increase professional knowledge and effectiveness.
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- Develop and implement curriculum and lesson plans that meet the needs of children

- Work cooperatively with other staff to ensure optimal utilization of resources and efficient management of the program.
- Provide a schedule and provide availability that meets the needs of clients needing services immediately.
- Develop and maintain personal contacts with organizations and agencies that provide service to child survivors.
- Attend agency staff meetings and other appropriate meetings.
- Use resources to provide services to clients.
- Advocate at other agencies on behalf of resident families and children.
- Work towards continually improving skills/knowledge related to job duties by seeking appropriate workshops, reading material and curriculum.
- Provide training as required by Supervisor.
- Implement all program evaluation to ensure effective programming.

#### Direct Services Counseling Responsibilities

- Provide enrichment and support to child clients.
- Assist child clients in developing a plan to empower clients to make changes.
- Provide referral information, counseling and emotional support in a non-judgmental, non-directive manner to clients.
- Model and teach nonviolent discipline and conflict resolution skills to adults and children receiving services.
- Participate in client case discussions by presenting information and recommendations on clients' action plan; using other staff's ideas and opinions to further your knowledge and skills.
- Provide for the general safety and welfare of clients through supervision during program hours and by creating a safe environment.
- Follow policy and report suspected and prior abuse/neglect to either Child Protective Services or Adult Protective Services when appropriate.
- Communicate special concerns about clients - both adults and children - to supervisor.
- Maintain accurate records and appropriate documentation of services.
- Provide effective case management

#### Volunteer and Intern Responsibilities

- Assist in training, orienting, supervising, and coordinating volunteers and interns.
- Communicate with volunteers and interns regarding upcoming events, program changes, and client needs.
- Work with Counselors to provide adequate coverage.
- Communicate volunteer status (active, inactive, leave of absence, resignation, discharge) to the Volunteer department.
- Communicate issues with Volunteers/Interns with the Direct Services Specialist.

### Community Education Responsibilities

- Attend the agency Training as requested.
- Speak to groups and agencies about the issues of sexual violence and other topics of relevance as assigned.
- Participate in public relations projects as requested.

### **POSITION QUALIFICATIONS SKILLS & ABILITIES**

- Speak, writes, and understands English proficiently.
- Have a reliable means of transportation.
- Ability to conduct individual/group counseling sessions.
- Supervise and coordinate the children's counseling services to ensure quality and continuity in service.
- Supervision staff and/or interns

**Education:** Bachelor's Degree in Social Work, Counseling Psychology, or Related field  
Bilingual English/Spanish preferred.

**Experience:** Two years' experience working with children in a social services agency with children  
1 year experience in supervisory role

**Certificates & Licenses:** Possess a valid Texas driver's license, reliable means of transportation, and ability to drive a large passenger van.

**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 classrooms.
- 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.
- Ability to conduct individual/group sessions.
- Must complete Houston Area Women's center's crisis intervention training.
- Awareness of the importance of volunteerism and its contribution to social service agencies.
- Participate in HAWC events and trainings throughout the year.
- Develop contacts with organizations and agencies that provide services to women.
- 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: PH

Date: 03/01/2016

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_