

Houston Area Women's Center



**Children and Youth  
Summer Facilitator  
(Residential)  
TEMP: June 1, 2017 –  
August 15, 2017**

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**Department:** Child and Youth Services

**Job Status:** Full Time

**FLSA Status:** Non Exempt

**Reports To:** Manager of Children and Youth Services

**Work Schedule**

Monday – Friday 8am-5pm

Work evenings and Saturdays as needed

**Amount of Travel Required:** Limited

**POSITION SUMMARY**

Provides child care and facilitates enrichment activities and programs in the shelter for children who are survivors of family violence

**DUTIES AND RESPONSIBILITIES**

- Facilitates established curriculum and enrichment activities for children ages 5-17.
- Provides childcare for children ranging in ages from infancy to 4 years.
- Teaches safety skills, violence prevention, conflict management, self-esteem, and other valuable skills to children through agency programs.
- Provides support and referral information to clients.
- Meet specific individual job accountabilities while supporting the staff team as needed.

**POSITION QUALIFICATIONS**

**SKILLS & ABILITIES**

**Education:**

- High School Diploma or equivalency required

**Experience:**

Minimum of one-year experience working with school-age children with diverse backgrounds.

- Curriculum and activity development experience preferred.
- Proven crisis intervention skills are a plus.
- Knowledge of and sensitivity to issues of domestic and/or sexual violence.

**Computer Skills:** Experienced in Microsoft Office specifically Excel and Outlook.

**Language:**

- Bilingual (Spanish/English) preferred - if applying as a bilingual candidate, must speak and understand Spanish fluently

**Certificates & Licenses:**

- Current First Aid, CPR, and TB certificates
- Possess a valid Texas driver's license, reliable means of transportation and ability to drive a van

**Competencies**

- 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 - Ability to implement daily curriculum.
- 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 residents and co-workers.
- Reliability - The trait of being dependable and trustworthy.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- 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:**

- Implement and maintain enrichment activities that include educational and cultural topics.
- Provide childcare and serve as back-up to Residential Childcare staff.
- Teach children (age-appropriate) personal development skills including, but not limited to, safety skills, violence prevention education, conflict management,

multicultural awareness, team building, self-esteem, leadership, and empowerment.

- Provide non-judgmental, non-directive support and referral information to clients.
- Model and teach non-violent discipline and conflict resolution skills to clients and their children.
- Help volunteers and community partners gain accessibility to space and other agency supplies.
- Work with Residential Children's staff to report abuse/neglect to either Child Protective or Adult Protective Services.
- 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.
- Participate in HAWC events.
- 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.
- 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 at the agency's shelter location.

### **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: E.O.

Date: 04/27/2016

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

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

REV 05/2015