



Houston Area Women's Center

Children and Youth Enrichment Specialist (Residential)

Department: Housing Services

Job Status: Full-Time

FLSA Status: Non-Exempt

Reports To: Children & Youth Enrichment
Coordinator

Amount of Travel Required: Up to 25%

Work Schedule:

Monday - Friday 12pm - 9 pm

POSITION SUMMARY

Develops, implements and coordinates enrichment activities and programs at the residential facility for child survivors or witnesses of domestic violence.

DUTIES AND RESPONSIBILITIES

- Provide individual and/or group support to child residents
- Develop and implement curriculum after-school and summer activities for children including, but not limited to safety skills, conflict resolution, violence prevention, and healthy coping skills.
- Advocate on behalf of children
- Implement program evaluation and provide recommendations to supervisor
- Maintain the Children's Library and Enrichment Center
- Provide non-judgmental support and referral information to clients
- Work evenings and Saturdays as needed

POSITION QUALIFICATIONS

SKILLS & ABILITIES

Education: Bachelor's degree in Social Sciences or equivalent experience

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

Computer Skills: Experience with Microsoft Office.

Language: Bilingual (Spanish/English) preferred

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

Competencies

1. Curriculum and activity development experience preferred.
2. Knowledge of community resources for adults as it pertains to children and families including legal, financial support, housing and/or basic needs.
3. Knowledge of and sensitivity to issues of domestic and/or sexual violence.
4. Strong verbal, writing, and listening skills.
5. Strong case management and crisis intervention skills.

Other Requirements:

1. Provide direct services to children via after-school and summer enrichment programs.
2. Plan, coordinate and maintain activities including, after-school and summer programming to include literacy, educational, cultural, holiday activities; events and field trips
3. Supervise and create a safe environment, ensuring for the general safety and welfare of adult and children clients during program hours.
4. 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.
5. Provide non-judgmental, non-directive support and referral information to clients.
6. Model and teach non-violent discipline and conflict resolution skills to clients and their children.
7. Help volunteers and community partners gain accessibility to space and other agency supplies.
8. Develop contracts and maintain relationships with community partners as it relates enrichment services.
9. Report abuse/neglect to either Child Protective or Adult Protective Services.
10. Maintain accurate records, statistics and documentation of services you provide.
11. Request and monitor supplies for the after-school and summer enrichment programs.
12. Attend a weekly team meetings
13. Assess outcomes data to evaluate and monitor changes to determine planning needs and make program recommendations to supervisor.
14. Provide services to children and their parents from a feminist perspective, which includes empowerment, power differentials, gender issues and setting appropriate boundaries with clients

ADMINISTRATIVE DUTIES:

1. Initiate, retrieve, and/or respond to e-mail, voice mail, and written correspondence in a 24-hour time frame.
2. Complete and turn in all necessary paperwork for payroll, reimbursements, and leave in a timely manner.
3. Maintain accurate records, statistics, and documentation of services on a daily basis.
4. Report unsafe activities/practices in all areas of the facility to the Operations Manager.
5. Attend HAWC's staff meetings and other appropriate meetings.

VOLUNTEER RELATIONS:

1. Assist in training, supervising, and coordinating volunteers.
2. Communicate with volunteers regarding special needs of clients.
3. Attend volunteer in-service and training.
4. Communicate to Volunteer Services status of volunteers.
5. Communicate to supervisor any volunteer issues.

OTHER DUTIES:

1. Participate in HAWC events.
2. Participate in committees as needed.
3. Complete assigned projects from the supervisor.
4. Increase skills/knowledge related to job duties via workshops, seminars, and conferences.
5. Other duties may be assigned. Should such duties become routine, the position will be reviewed and revised.
6. Ability to interact professionally with employees and the public at all levels.
7. Ability to lift a minimum of 40lbs.
8. Ability to exercise good judgment and use critical thinking skills.
9. Ability to work effectively in a demanding work environment.
10. Ability to make decisions, follow-up and take responsibility for the outcome of those decisions.
11. Ability to react to crisis situations in a calm and effective manner.
12. Ability to stand and walk around for extended periods of time.
13. Ability to organize, multi-task, and prioritize.
14. Ability to utilize critical thinking to organize and analyze information for providing crisis intervention and case management to women (and children on an as-needed basis).
15. Ability to meet specific individual job accountabilities while supporting the staff team as needed.
16. Ability to handle and prioritize multiple tasks.
17. Ability to take responsibility for and follow-up on decisions made.
18. Ability to work with people of diverse backgrounds.
19. Ability to maintain confidentiality.

PHYSICAL DEMANDS

- 1) Although most duties can be accomplished from a seated position with occasional walking and standing, the incumbent may need to squat or bend, reach outward or upward to effectively discharge job duties.
- 2) Job incumbent must be able to lift/carry and/or push/pull up to 20 lbs.
- 3) Job incumbent must be willing to travel to off-site locations of events and meetings

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.

Updated May, 2017

Employee Signature: _____

Date: _____