



Houston Area Women's Center

Children's Specialist - Part Time (Bilingual)

Department: Children's Services

FLSA Status: Non Exempt

Job Status: Part –Time (24 hours)

Reports To: Children & Youth Service
Coordinator

Amount of Travel Required: Limited

Work Schedule:

Shift: 11:45 am - 7:45 pm Tuesday;

4:00 pm- 8:00 pm Wednesday;

4:00 pm- 9:00 pm Thursday

8:30 am – 12:00 pm Friday

9:00 am – 12:30 pm Saturday

POSITION SUMMARY

Provide care, supervision and advocacy for child survivors of sexual and/or domestic violence and their families.

DUTIES AND RESPONSIBILITIES

Program Development and Implementation

- Develop and provide specialized programming for children aged infant-to-five years.
- Train and supervise volunteers to assist in providing adequate adult to child ratios during children's programming.
- Evaluate and make recommendations to Manager regarding the needs of children who are clients of HAWC.
- Work cooperatively with other staff to ensure optimal utilization of resources and efficient management of the program.
- Develop and maintain personal contacts with organizations and agencies that provide services to children.
- Develop and maintain a comprehensive list of referral resources available to clients.
- Advocate at HAWC and other agencies on behalf of children, teens and their families.

Direct Services

- Specialize in providing services to children ages infant-to-five years old and their caregivers.
- Provide crisis intervention on hotline and face-to-face as scheduled or needed.
- Provide non-judgmental, non-directive support, and referral information to clients and their families.
- Model and teach nonviolent discipline and conflict resolution skills to children and parents/caregivers receiving services.
- Provide for the general safety and welfare of children through supervision during program hours and by creating a safe environment.
- Maintain accurate records and appropriate documentation of services.
- Report abuse/neglect to Child Protective Services.
- Provide information on accessing CHIP for clients.
- Work with other staff to provide information on Crime Victims Compensation to clients.
- Responsible for the upkeep, and maintenance of the playroom and children's bulletin board.

Administrative

- Initiate, retrieve, and/or respond to E-mail, voice mail and written correspondence in a timely manner.
- Keep current on latest research and issues on domestic violence, sexual violence, children and trauma and other topics of relevance through but not limited to articles, books, videos, conferences, workshops, and meetings.
- Participate in staffing, supervisory, processing, and consultation meetings as required or needed.
- Complete and turn in all necessary paperwork for payroll, reimbursement, and leave in a timely manner.
- Attend Houston Area Women's Center (HAWC) staff meetings and other appropriate meetings.

Community Education

- Participate in HAWC Speaker's Bureau Training.
- Speak to groups and agencies on topics regarding the Houston Area Women's Center and the services provided, and other topics of relevance.
- Conduct tours as requested.
- Participate in media interviews as requested.
- Work with Training Coordinator to incorporate project information into training.
- Participate in volunteer and professional training.

Volunteer Relations

- Assist in training of direct service volunteers.
- Coordinate, schedule, educate, and supervise volunteers to provide services to children and families.
- Act as liaison to designated volunteer committees. Attend meetings.
- Assist volunteers with observation and continuing education as needed.

Provide other Duties in Crisis and Emergency Situations as Requested.

POSITION QUALIFICATIONS

SKILLS & ABILITIES

Education:

- Bachelor's degree in Social Work, Psychology or related field.

Experience:

- Two years' experience working with children.
- Knowledge of child development.

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

Language:

- Speak, write, and understand English proficiently.
- Bilingual English/Spanish Required.

Certificates & Licenses:

- None required at the time of hire.

Competencies

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- 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.
- 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 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.
- Understanding of providing services to children and women from a feminist perspective which includes empowerment, power differentials, gender issues, and setting appropriate boundaries with clients.
- Understanding and sensitivity towards issues of family violence and sexual assault as they relate to children and women.
- Skills in crisis intervention counseling and case management with children (and women on an as needed basis) in individual and group formats.
- Knowledge of community resources for children and women in crisis.
- Ability for on-going direct communication with staff, colleagues, volunteers, and clients.
- Ability to manage conflicting priorities and make appropriate timely decisions in a crisis environment.
- Ability to lead, mentor, and supervise staff/volunteers.
- Understanding of the importance of compromise, negotiation, and conflict resolution both intra- and inter-departmentally.
- Ability to work and cooperate with staff and volunteers in a supportive manner.
- Knowledge of child developmental stages, age-appropriate expectations, non-violent disciplinary measures and parenting.
- Knowledge of laws and regulations relating to child abuse and neglect, sexual abuse, liability and negligence.
- Ability to maintain confidentiality.

Other Requirements:

- Have a reliable means of transportation.
- Ability to conduct individual/group sessions.
- Ability to work with children.
- Ability to work evenings and Saturdays

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.

Employee Signature: _____ Date: _____

Revised 09/13/2017