

Bay Area Turning Point, Inc.

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| Job Title: Children Services Coordinator | Job Code: |
| Department: Client Services | Reports to: Shelter Manager |
| Effective Date: | FLSA Status: Non-Exempt |

Position Overview

HOURS: 40-45 weekly minimum, or as necessary to achieve program objectives, tasks, activities, responsibilities, and to effectively document outcome measures and variances.

Work Schedule to Include: Monday- Friday 9am-6pm

SUMMARY DESCRIPTION OF POSITION:

Develop, provide and oversee childcare/children services to promote character development, child advocacy, parenting skills, anti-victimization and to develop skills for self-sufficiency. To provide oversight and management to the childcare/children services program to insure adequate services to child victims/survivors of family violence and/or sexual assault that live in the shelter.

ESSENTIAL FUNCTIONS:

- Ensure that all agency/program policies and procedures are followed during all childcare/children services activities. Develop and make recommendations for the childcare procedures as needed.
- Provide direct support, supervision and structure for the childcare program to include safety and interpersonal behaviors
- Provide on-going monitoring of project outcomes and the continuous implementation of enhancements of the childcare/children services program.
- Assist with school enrollments and provide information regarding Texas Law and education requirements.
- Assist guardians, caseworkers and staff in incorporating the children's needs into the recovery plan and goals, school enrollments and be knowledgeable of program guidelines.

RESPONSIBILITIES:

- Assist in providing needs assessment, advocacy, resources, and educational support with emphasis on children's issues; to include assisting families with special needs child related issues, e.g., CPS involvement, education, mental/physical health, anger management, self-esteem enhancement, trauma recovery, etc.
- Assist with parenting avenues to include giving resources, guidance with parent/child healthy development and appropriate discipline techniques.
- Maintain the monthly calendar of program activities/services; build and enhance external relationships that benefit the childcare/children services program.
- Continually oversee program needs and make recommendations to the supervisor.
- Participate in Agency fund-raisers, community awareness, and speaking activities as requested.
- Provide victim information to former shelter residents, including referrals to the victim assistance/advocacy staff as appropriate.
- Work weekends and evenings as requested.
- Attend required agency and department staff meetings.
- Assist with answering the Agency hotline.
- Represent the Agency in public presentations and professional trainings as requested.
- Complete all required trainings.
- Other duties as assigned.

SUPERVISION:

- Supervise Childcare Providers.
- Supervise volunteers as needed.

REQUIRED SKILLS / QUALIFICATIONS:

- 4 year degree and 1 year of experience or 5 years experience in running a childcare facility or have child development experience
- First Aid Certified/CPR certified or willing to obtain certification within specified timeframe
- Have a working knowledge on child abuse laws and current Texas laws and local Justice Systems.
- Ability to model positive inter-personal relationship skills to children, parents, staff and volunteers.
- Ability to make independent decisions that benefit clients, facilities, staff and the agency as a whole.
- Ability to communicate effectively; orally and written.
- Ability to work a flexible schedule to handle multiple tasks and prioritize changing workload.
- Possess sensitivity and knowledge about the issues of family violence, sexual assault/abuse; understand "child advocacy" and client empowerment; sensitivity to diverse genders, issues, beliefs of clients.
- Ability to endure tasks that require mobility and keep up with the demands of active children
- Previous supervisory experience is a plus
- Ability to lift/carry/move a minimum of 40 lbs. for an extended distance.
- Must have a clean driving record and be insurable by the agency's carrier.
- Must have at least 2 years of verifiable driving experience.
- Must provide and maintain valid driver's license and personal automobile insurance.

I have read and understand the essential job functions that have been outlined in the above job description for Bay Area Turning Point.

Employee Signature

Date

Supervisor's Signature

Date

| HR use only | |
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| Job code | |
| Job Classification | |
| Management? (Yes/No) | Yes |
| Last revised | 4/2019 |

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.