

Bay Area Turning Point, Inc.

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	
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.