

Center Against Sexual & Family Violence Job Description

Title: Child Activity Specialist - PT
Supervisor: Children Services Coordinator
Status: Non-Exempt

Scope of Duties:

Support the Children's Program by providing direct services and structured activities for children. Responsible for providing needed services to ensure the safety and security of children.

This is a non-exempt position which requires the approval of the Children's Services Coordinator for work in excess of 24 hours in a work week.

Perform other duties as assigned. Evening and weekend work may be required.

Essential Job Functions:

1. Learn and follow Center's HHSC and TDPRS guidelines and policies in reference to the children's program and government protocols for handling mandatory reporting of child abuse/neglect cases.
2. Conduct orientation within 72 hours of the children entering the shelter.
3. Work in tandem with Children's Services Coordinator to plan and monitor daily scheduled activities including recreation, projects, school work, etc.
4. Conduct age appropriate support groups and safety planning for school age children.
5. Be part of the team assigned to be a liaison between schools and community services agencies for children.
6. Keep current records and statistics on activities, case notes, and maintenance of child files, including inputting data into Osnum data system.
7. Perform general office tasks including, but not limited to, answering and directing telephone calls, filing, faxing, and typing.
8. Provide telephone crisis intervention; make referrals to community resources and document referrals. Filling out hotline documentation and conducting necessary follow-up of hotline calls.
9. Ensure children have supplies, including school uniforms, educational materials, etc.
10. Supervise volunteers and/or interns which may be assigned to children's program.
11. Organizes and participates in special children's activities, camps, and outings (e.g. holiday parties, etc.)
12. Transport clients as needed.
13. Notify Children's Services Coordinator of any facility repairs or maintenance needed.
14. Contact Associate Director of Support Services on facility situations.
15. Complete trainings and continuing education requirements in areas of domestic violence, sexual assault, and related fields. Submit documentation reflecting all trainings attended to administration for personnel file.

Other Duties:

1. Increase the Center's visibility in the community by attending assigned meetings and participating on behalf of the agency.
2. Make community presentations on an on-call basis.

3. Represent the agency in a positive manner at all times.
4. Respect clients at all times.
5. Other duties as required.

Minimum Qualifications:

Training and Experience:

Associates degree in Child Development preferred or high school diploma and 2 years experience in working with children. Computer proficiency in Microsoft applications. Must have good oral and written communication skills. Bilingual English/Spanish. Must have own transportation, valid Texas driver's license and current insurance.

Knowledge, Abilities and Skills:

- Excellent interpersonal and communication skills.
- Must be client centered - Recognizing the interests of the client as a primary responsibility and provide professional support, guidance, and assistance.
- Maintain high personal and professional standards.
- Must be able to speak to all of the agency's services/programs fluently.
- Proficiency in basic computer applications.
- Should be creative, articulate and diplomatic.
- Ability to work independently as well as part of a team.
- Strong self-starter who feels comfortable taking the initiative in problem solving in order to meet the needs of clients.
- Willingness to work flexible and irregular hours during peak periods.

Special Qualifications:

Ability to speak and write in Spanish is required.

This job description should not be construed to imply that these requirements are the only duties, responsibilities and qualifications for this job. Incumbent may be required to follow any additional instructions, acquire related job skills, and perform related work. It is understood that during peak/critical times, staff may be asked to perform other duties not specifically outlined in their job description.

I have read and understood the Child Activity Specialist job description and am able to perform the functions described.

Signature: _____ Date: _____