

Job Description

CHILD AND FAMILY SPECIALIST

JOB SUMMARY

Under the direction of the Assistant Director of Residential Services, the Child and Family Specialist will ensure a safe and engaging environment for clients and their children. This position performs any combination of the following duties when attending children in the designated area; observes and monitors play activities, reads, plays games, administers meals and snacks, keeps area and children clean and tidy. The position is responsible for ensuring that the mission and six guiding values of the Willow Domestic Violence Center is conveyed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise, plan, coordinate and implement recreational activities and special activities for children and/or families.
- Manage activities in the playroom for both the shelter and counseling programs including scheduling staff, volunteers and interns, with guidance and support from the Assistant Director of Residential Services.
- Ensure that playgroups are open on time and operating safely, paying attention to the number of children participating.
- Provide planning supports, including safety planning, behavior modification, crisis intervention and skill development, as needed, with children and parents.
- Plan and implement support groups for children on self-esteem, feelings, healthy friendships and bullying.
- Provide consistent, direct supervision to children attending playgroup or other activities, maintaining a safe and positive environment.
- Ensure that playrooms are cleaned and organized before and after use, and identifies any maintenance issues that should be brought to the attention of the facilities manager.
- Maintain documentation and statistics collection via the agency database; track and report other program statistics as may be needed.
- Attend and actively participates in all scheduled service planning meetings, program meetings, and supervisory meetings.
- Maintain inventory necessary for activities and playroom in general.
- Create and implement the activity planning job aid to ensure the proper and effective use of time and resources in the playroom for children and their families.
- Assist in the screening, training and hiring of staff, volunteers and interns used to support activities and events for youth and families
- Supervise and manage other staff or volunteers assigned to the playroom.
- Follow COVID-19 protocols.

OTHER DUTIES AS ASSIGNED

- Complete all job functions ethically and in a culturally competent manner.
- Attend and participate in pertinent agency meetings and training.
- Any other duties as may be assigned.

REQUIRED QUALIFICATIONS

- Associate's degree or an equivalent combination of education and experience with coursework in child development, human services, counseling, social work or an equivalent combination of education and experience. Bachelor's degree preferred.
- A minimum of one year experience with children of various ages. Residential experience and bilingual (Spanish) a plus.
- Minimum of one year of supervision experience required.
- CPR/AED and First Aid Certified or the ability to obtain within 60 days of hire.

- ✔ Enjoy children and have experience working with groups of children.
- ✔ Demonstrate competence in taking charge of children, have discretion when supervising play.
- ✔ Bring to this position maturity, responsibility, and a sincere interest in working with children.
- ✔ New York State Driver's License not in jeopardy of being revoked.

ADDITIONAL INFORMATION

- ✔ Department: Residential Services
- ✔ Location: Shill Family Building
- ✔ Reports to: Assistant Director of Residential Services
- ✔ Hours/Status: Full-time/Non-Exempt/ Monday-Friday 12pm-8pm
- ✔ Pay Range: Starting at \$18.00/hour

HOW TO APPLY

Submit cover letter and resume by mail, email:

◦Mail: P.O. Box 39601, Rochester, NY 14604 ◦ Email: HR@willowcenterny.org

Be sure to indicate which position you are applying for in the subject line.

No phone calls please.

We offer a generous benefits package including health and dental insurance, paid time off, and a 401k retirement plan.

Willow Domestic Violence Center is an Equal Opportunity Employer

Willow Domestic Violence Center is committed to equal opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. Willow Domestic Violence Center will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.