



Post Date: November 3, 2016

Position: Child Enrichment Specialist

Scope: To provide and implement an array of children's program services to include childcare, Transitions' after-school program, and educational activities for all children from Transitions' Emergency Shelter, and Transitional shelter to client service center and field trips in the community. To assist with other children's program activities that assist children exposed to trauma as assigned.

Essential functions: *(Essential functions may include but are not limited to the functions listed below.)*

- Develop and organize activities and implement curricula that stimulate children's physical, emotional, intellectual, and social growth.
- Assist with coordinating after-school tutoring for child clients with tutoring afterschool
- Assist with coordinating summer programs.
- Provide Child Enrichment during Tuesday night support group.
- Support positive communication, cooperation and negotiation skills among children during program activities.
- Keep records on individual children, including daily observations and information about activities and meals served
- Assist in preparing food for children and serve meals and refreshments to children and regulate rest periods.
- Schedule conferences with parents to discuss a child's needs, behavior changes, social and academic progress
- Assist with parent training programs, emphasizing knowledge of child development, child rearing, child management, and assertive parenting.
- Utilize behavior modification to encourage creative problem solving.
- Work with parents and direct service staff to implement and reinforce child client treatment plans and/or goals for children
- Assist in community, volunteer, client and staff education and training about the effects of violence on children.
- Assist with a resource file for mothers/children, and provide clothing, supplies, toys and other needs as necessary.
- Document and maintain accurate statistics & demographics information to include VAdata client information and services; assist with the compilation of data for agency and program reports.
- Ensure that all client files are current, containing all required paperwork including documented notes on weekly client meetings and any other pertinent information on services provided to clients.
- Ensure that all client related information is maintained accurately and in accordance with agency protocols and confidentiality guidelines and fulfill and objectives for track data collection for position grant funds.
- Refer clients to TFVS and community resources.
- Provide DV effects on children information and education to other community agencies and organizations as requested.

- Uphold all Transitions' policies, procedures, agency philosophy and vision as they pertain to the clients and staff.
- Participate in all scheduled agency and team meetings as well as individual supervision.

Other Functions:

- Other duties as assigned.
- Participate in ongoing professional development and training
- This position may be required to supervise interns/volunteers a year, depending on availability.

Educational Requirements:

- Bachelor's Degree in Education, Human Service or Social Work with one year experience working with parents and children in crisis and/or family violence preferred or;
- High School Diploma/Equivalent with two years' experience working with parents and youth in crisis and/or family violence.

Required Knowledge, Skills and Abilities:

- Have a genuine love of children and a strong desire to assist parents to develop better parenting skills
- Knowledge of Hampton Roads school system and educational requirements
- Demonstrate Interpersonal skills and patience with parents and children
- Knowledge and experience working with clients/families in crisis.
- Ability to maintain personal and professional boundaries, ensuring that job performance and attitude reflects the philosophy and vision of Transitions.
- Ability to work with residents from different backgrounds and cultures
- Ability to use sound judgment and discretion in working with clients.
- Ability to follow established procedures to maintain client confidentiality for all work conducted on behalf of Transitions.
- Ability to work with colleagues/agency volunteers/interns as a team member.
- Ability to establish and maintain cooperative working relationships with professionals from diverse backgrounds and ability to develop community contacts for resources.
- Detail oriented & strong organizational skills, with the capacity to develop and ensure accurate and timely follow-up as well as documentation.
- Ability to express yourself orally and in writing in a positive manner that well represents Transitions Family Violence Services.
- Ability to produce forms, letters and presentations using computer software to include Microsoft Word, Excel and PowerPoint.
- Ability to operate standard office equipment including desktop personal computer, telephone and fax machine.
- Good driving record, valid driver's license
- Criminal records and CPS check required

Terms: This position is a 20 hour a week, non-exempt position and may on occasion include some early evening work. This is a grant funded position and requirements are subject to change.

Application Process: Submit resume and cover letter to gharvell@transitionsfvs.org . Please, no phone calls or faxes. Successful applicants will be required to submit to background check and DMV report. EEO/Drug Free Workplace and prohibits discrimination and harassment of any kind.