

**Arlington Life Shelter
Job Posting**

Position Title: Children's Services Coordinator

General Description:

Provide overall services to children residing in the shelter. Maintain procedures and a schedule for the children. Develop activities for agency volunteers who work with children and coordinate their work. Coordinate and partner with other agency partners in order to provide comprehensive services.

Partial List of Responsibilities and Duties:

- Orient new resident parents and children to children's services and program rules
- Conduct individual interviews with children in order to build rapport and for evaluation purposes
- Coordinate with Casework Coordinator in developing service plans for the children
- Document children's progress and participation weekly and include other contacts made on their behalf in both paper file and on HMIS database
- Coordinate with Casework Coordinator regarding parental concerns
- Monitor children for developmental deficiencies or mental health issues and report observations to Casework Coordinator
- Develop and implement age appropriate educational programming and recreational activities for after school, evenings and weekends for infants through high school aged children.
- Plan and/or coordinate with other agencies for programming during school breaks
- Establish and maintain monthly children's services events and activities calendar
- Maintain statistics, including data collection, reporting, and feedback surveys for funding purposes.
- Oversee volunteers assigned to work in the children's program

Partial List of Qualifications:

- Minimum of Bachelor's degree in Family Studies, Child Development, Social Work or related field
- 2 years experience working with and planning formal children's activities
- Knowledge of residential program functions and ethics; experience in and knowledge of working with homeless populations and self-sufficiency program models preferred
- Must be able to work with children with behavioral difficulties
- Must possess adequate management and organizational abilities, with good follow through skills

Requirements: Minimum of Bachelor's degree in Family Studies, Child Development, Social Work or related field, two to four years of experience developing and implementing programs for various age children.

Work Hours: Hours will include day time hours, some evening hours and occasional weekend hours. Must be flexible as needed.

Send Cover Letter and Resume to: Barbara Lamsens, blamsens@arlingtonlifeshelter.org