

CHILD AND YOUTH PROGRAM SPECIALIST

KEY INFORMATION

Reports To: Child and Youth Co-Manager
Key Relationships: Clients – Parents and Children, Case Manager(s), Volunteer Coordinator, Counselors, Volunteers, School Staff
Effective Date: May 2021
Hours: Full-time, 40 hours per week, including 2 evenings and Saturdays
Job Classification: Hourly, Non-Exempt
Compensation: \$18 – \$23 per hour, DOE; 401(k) plan; medical, dental & vision benefits; PTO: vacation, personal time and sick time

SUMMARY

The Child and Youth Program Specialist (CYPS) role is essential to establishing a healthy family dynamic where children and youth will heal by increasing confidence, self-esteem and the use of coping strategies in order to place them on the path to a future that is full of possibility. The CYPS will implement programs to enable children to recover from adverse childhood experiences. They will create a safe and fun environment, using conscious discipline, for kids to learn and grow. Works directly with homeless, and near-homeless, children and parents that have experienced trauma and adversity in order to increase family functioning, build strong relationships, and ensure families leave homelessness forever. This role is a foundational part of the success of vulnerable and homeless single parents reaching their goal of self-sufficiency and stable housing while in the program.

Due to the homelessness crisis in King county, Vine Maple Place is expanding to serve more families in need.

RESPONSIBILITIES

- Coordinate and participate in children's programs for preschool-age children during onsite children's resource time. This will include developing a qualified volunteer staff.
- Assist parents in monitoring educational and developmental needs – assisting with rigorous out of school time, and social and emotional learning academic program.
- Organize and implement weekly trauma-informed care programs for children and youth that help them develop the skills they need to recover from adverse childhood experiences.
- Communicate and coordinate with community partnerships and resources for enrichment activities, sports, camps, etc.
- Help plan and assist in seasonal activities and monthly field trips including teen trips, family field trips, camp opportunities and monthly mentor activities.
- Perform regular assessments of youth's overall age-appropriate development, focused on identifying their needs, strengths and goals, and tracking desired outcomes.
- Attend trainings, as required, to maintain professional skill set and apply trauma-informed, conscious discipline and motivational interviewing techniques in daily work with families.

- Monitor ongoing program outcomes to ensure goals are being achieved and programs are effective. Recommend and collaborate with Program Director on program changes based on outcomes.
- Other duties as assigned.

QUALIFICATIONS

- Have a personal relationship with Jesus Christ and agree with the Vine Maple Place Statement of Faith.
- Be passionate about helping families overcome the trauma of homelessness.
- Maintain an acceptable background check and ability to pass a drug test.
- Solid understanding of Vine Maple Place's mission and strategic plan.
- Exhibit strong oral, written, and interpersonal communications skills to facilitate effective communications with clients, donors, volunteers and staff.
- Possess the ability to handle confidential and sensitive information.
- Strong knowledge of the stages in child development.
- Strong customer service orientation.
- Sensitivity to the needs of children who are homeless, low income, limited English speaking, or impacted by domestic violence and substance abuse in the family unit.

EXPERIENCE AND EDUCATION

- Degree in Early Childhood Education or equivalent experience.
- Two (2) years of experience working with diverse and/or special needs populations.
- Experience providing services to children, youth and families and an understanding of trauma, program services and associated referrals for treatment planning.

KNOWLEDGE, SKILLS AND ABILITIES

- Possess a WA State driver's license, safe driving record and proof of insurance.
- Candidate must be able to travel independently between multiple work sites within a day.
- Current CPR and First Aid certifications.
- Ability to prioritize and organize multiple, simultaneous projects independently in order to meet deadlines.
- Ability to work with numbers and percentages to show measurement and outcomes.
- Computer skills: Proficient in Word, Excel, Outlook, and internet navigation.

The above is intended to describe the general content of and the requirements for satisfactory performance in this position. It is not to be construed as an exhaustive statement of the duties, responsibilities or requirements of this position. Other duties may be assigned.

Send all Inquiries, Resumes and Cover Letters to: Info@VineMaplePlace.org