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Registration Information

Order No.	3922956
Agency Name	Family Abuse Center
Job Title	Children's Services Manager
Job Description (including hours and responsibilities)	<p>The overall responsibility of the Children's Services Manager is to provide prevention services and educational/therapeutic activities for children and adolescents in the shelter. The Children's Service Manager is responsible for coordination of the children's program, which includes supervision of interns, volunteers, and/or staff as necessary. As needed, represents the FAC at community events, and completes other tasks as assigned by supervisor. The Children's Services Manager, with the assistance of the Director of Case Management, will envision the comprehensive nature of the program (educational and therapeutic) and plan the program for the future years. The regular workday for this position may include early morning hours until early evening. Examples of work that will be outside of Family Abuse Center business hours, including transportation to and from school, children's evening groups, special children's activities. Some activities may fall on the weekend. Work hours cannot exceed 40 hours per week. RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Ensure that all school age children are enrolled in school immediately after arrival in shelter • Plan and implement holiday and summer field trips and afterschool activities • Meet with each parent upon shelter entry to determine needs/goals, etc. • Plan and implement after school activities • Provide parenting classes to both shelter and housing clients • Be a liaison to CPS • Help parents and children transition to other services as needed, to preschool, or to kindergarten or other specialized agencies or services as appropriate. • Maintain and submit in a timely way all required family and program documentation • Organize and inventory supplies/materials, uniforms etc. • Responsible for organization and distribution of all Christmas donations for Family a • Regular distribution of newsletter/update sheet to all departments concerning children's program events and services • Provide crisis intervention to parents in the shelter • Consult with parents on best practices in parenting including FAC discipline policies • Ensure that all groups are therapeutic and/or educational • Plan and implement all children's evening groups (twice a week) • Supervise all volunteers in the children's program • Believe in and act in accordance with the agency's mission statement and goals • Experience working with diverse population and groups. • Write routine reports, correspondence and appropriate case notes. • Maintain and submit in a timely way all required family and program documentation
Job Location	Waco

Salary Range	DOQ
Qualifications	<p>QUALIFICATIONS: The qualifications listed below are representative of the education, experience, skill/ability, and licenses/credentials required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Education • Master's (MSW) or a Bachelor's Degree (B.A.) in Social Work, Education or related field. Knowledge of crisis intervention, case management, child development, and parent/child interactions. Experience • 1-2 years experience in the field of Domestic Violence or working with children who have experienced trauma preferred, or the same amount of residential services and/or case management experience. • Experience in social, educational or human service field required Skills/Abilities • Strong written and verbal communication skills • Demonstrated experience and ease working with a diverse population of clients • Ability to handle crisis situations with sensitivity and assertiveness • Strong organizational skills • Demonstrates effectiveness as a member of a team as well as the ability to work independently and to take initiative • Flexibility and ability to prioritize job responsibilities • Ability to provide and receive peer supervision • Ability to maintain personal balance and accomplish multiple tasks that require a variety of skills • Demonstrates skills of self-direction • Ability to relate with children • Ability to maintain accurate data and documentation of client services • Ability to resolve conflict • Bilingual preferred. Licenses/Credentials • N/A</p>
Link to application web site (if applicable)	https://www.familyabusecenter.org/full-time-childrens-services-manager/
Application Contact Name	Whitney Thomas
Phone	2547728999
Email	Whitney.Thomas@familyabusecenter.org
Application will be accepted until (closing date):	Open Until Filled

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