

Job Description

Child and Family Specialist

Reports to:	Children's Services Coordinator
Department:	Domestic Violence
Supervises:	Not Applicable
Employment Status:	Full-Time
FLSA Status:	Exempt

Position Summary

Servicing Lee and Whiteside counties, the Child and Family Specialist is responsible for developing and implementing age-appropriate services to meet the special needs of children in the domestic violence program. Works with adult clients to enhance parenting skills and conducts activities to strengthen the bond between parent and child. Provides individual and group services to adults and children. As necessary, links children with appropriate community resources to meet their specific needs. This position requires the use of independent judgement in all service-related responsibilities. S/he will maintain the highest degree of confidentiality associated with performing the duties of this function. The Child and Family Specialist will also maintain, at all times, a commitment to quality client service on behalf of the YWCA Sauk Valley.

Primary Job Responsibilities include, but are not limited to:

Administration

- Documents all client contact, advocacy, referrals, and community contacts as necessary and according to internal and external requirements including those of external donors and funders from initial contact to the final delivered services;
- Reports suspected cases of child abuse as required under the Abused and Neglected Child Reporting Act;
- Serves as liaison to and on behalf of the client with law enforcement and court officials;
- Maintains client confidentiality as defined in Illinois Domestic Violence Act;
- Participates in staffing assessment of child clients;
- Performs other assignments as required by the Children's Services Coordinator, Domestic Violence Program Manager, or Executive Director.

Direct Service

- Develops a service plan targeted at meeting the child's specific needs;
- Provides referrals and advocacy for children needing therapy or services from other community organizations;
- Develops and leads parent/child activities to strengthen familial bonds and to model appropriate parenting behaviors;
- Develops parenting education program and implements individual and group parenting programs;
- May facilitate evening support group for domestic violence victims;
- Provides mandatory 24 hour on-call direct service (hotline, in-shelter and hospital) as part of a staff rotation.

Supervisory

- There are no supervisory responsibilities associated with this position, unless otherwise assigned by the Children's Services Coordinator.

Additional Duties and Responsibilities:

- Successful completion of 60 hours of mandatory in-house training;
- Some local and national travel may be required;
- Presents to community organizations to build community awareness and to provide education regarding domestic violence and the available program services;
- Assists with staff and volunteer training;
- Shares hotline responsibility and serves on-call on a rotating basis with other staff and responsibility for 24-hour service availability;
- Assists in shelter coverage of varying shifts during holidays and vacations.

Minimum Qualifications:

- Bachelor's degree or equivalent formal training in human services, child development or equivalent combination of education and early childhood experience or related field (may include some combination of post-secondary education, employment or volunteer experience in children's programming);
- Ability to assess levels of emotional distress in children and adults and respond accordingly;
- Excellent organizational skills;
- Knowledge of child abuse best practices and survivor's support strategies;
- Excellent computer and technology skills;
- Excellent oral and written communications skills;
- Ability to take initiative and work independently and as part of a team;
- Demonstrated ability to establish and maintain effective working relationships both internally and externally;
- Availability to work some evenings and weekends;
- A working telephone;
- Access to reliable transportation;
- A desire for continual personal and professional growth and development;

- Commitment to and support of the YWCA Mission.

Physical & Mental Demands:

The position requires sitting, standing, stooping, bending, walking, climbing, speaking and driving. The functions of this position are varied in nature and require the ability to make clear and concise decisions and to respond in an effective and appropriate manner during crisis.

The YWCA Sauk Valley provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or any classification protected by federal, state, or local laws.

*YWCA of the Sauk Valley is dedicated to **eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all.***

The information written in this job description indicates the general nature and level of the work to be performed. This job description is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this position. While employed in this position, an employee may be required to perform other duties not listed in the description.

I acknowledge that I have read, understand and have received a copy of this Position Description:

Employee Signature

Date

Supervisor Signature

Date