



POSITION DESCRIPTION

Children & Youth Support Coordinator	
Department: La Posada Interim Housing	Status: Regular Full-time, Exempt
Reports to: Program Director	Last Reviewed: April 2023
Titles reporting to this role: Family Support Case Aide	Next Review Date:

Position Summary:

Under the direct supervision of the Program Director, plans, develops, organizes and oversees the activities of the Children and Youth After-School Activities Program (ASAP). Recommends, develops, designs and oversees educational and recreational activities for school age children and youth.

Essential Duties and Responsibilities

Include the following, other duties as assigned:

Administrative Tasks

Identifies, acquires and implements age-appropriate educational and recreational curriculum and materials. Develops short and long-term activity plans, under the guidance of the Program Director. Prepares for spring, winter and summer break activities, including coordination of meals and transportation for scheduled field trips. Serves as the main contact for volunteers and coordinates the scheduling and planning of program related volunteer projects as needed. Ensures appropriate maintenance and quality control regarding ASAP materials and equipment.

Compiles monthly program statistics and prepares other reports as requested by Director. Maintains complete and organized child/youth records and updated, comprehensive documentation regarding all ASAP activities and services provided to participants in accordance with agency, accrediting body, and funder requirements. Approves and submits time sheets and ensures compliance with agency and funder guidelines. Accountable for daily activities within the allowable activities approved by the agency. May perform other duties as assigned by Director to support service delivery.

Participant Service Delivery

Ensures timely coordination of individual child supervision, for children 3-5 years old, when parents are participating in scheduled case management meetings. Serves as a liaison for parents and participants with local schools, as needed. Provides direct homework assistance and coordinates tutors as needed. Develops, implements and supervises a variety of daily psychosocial and educational activities such as peer group projects, art, reading and crafts designed to promote participants' emotional, nutritional, developmental, and physical health and well-being.

Personnel Management, Supervision, & Team Leadership

Provides supervision, training, and ongoing support to the Family Support Case Aide and manages all required personnel documentation (e.g. timesheets, performance evaluations, evidence of supervision, etc.) Actively participates in staff meetings and regular supervision with the Program Director. Nurtures positive and collaborative working relationships with other agency staff and cultivates a professional and respectful work environment. Models resolution strategies, when needed.

Performance & Quality Management

Is actively involved and knowledgeable of agency's Performance and Quality Improvement process. Incorporates the agency mission, philosophy, and core values into direct daily work and decision-making. Adheres to agency policies and procedures. Ensures that children and youth services are in accordance with best practice standards, agency and accrediting body/funder expectations.

Assists the Director in the design and implementation of participant satisfaction and outcome surveys associated with children and youth services. In collaboration with Director, evaluates effectiveness of children and youth services and identifies areas for process and service improvements.

Maintains active attendance at agency and PQI-related meetings, as required. Participates in ongoing professional development and continuing education, as well trainings required by funders. Promptly reports situations that pose a threat to staff, participants or agency, according to the agency's Incident and Accident Reporting procedures.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills' testing. To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to perform the essential functions.

Education/Experience:

A Bachelor's degree in Early Childhood Education, Social Work or related human services field is required. Prior professional experience working with children and youth is strongly preferred.

Language Skills:

Bilingual in Spanish and English required.

Computer Literacy & Knowledge Skills Abilities:

Computer literacy is required. Must be proficient in the use of Microsoft Office applications including Outlook, Word, Publisher and Excel, to enter and retrieve data as needed.

Mathematical Skills:

College level math skills required; at minimum, the ability to read and summarize statistical reports; ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

Operating Environment and Working Relationships:

Ability to work independently and collaboratively, as indicated. This position interacts regularly with multi-level LP staff, participants and other staff throughout the agency. Must develop and maintain positive and professional relationships with internal and external stakeholders. Must demonstrate tact, professional composure and diplomacy when interacting with others. Must work collaboratively with diverse populations. Must help create and maintain a congenial work environment within the La Posada program.

Remote Work/technology (WIFI)/Mobile Phone Usage:

Not eligible for remote work. A personal mobile phone is not required and therefore not eligible mobile phone reimbursement.

Decision Making Authority:

Under the guidance of the Program Director, the Children and Youth Support Coordinator must demonstrate the ability to work independently in executing tasks, utilizing good judgment and sound

decision-making; must demonstrate discernment regarding issues or situations, which warrant supervisory attention.

People Management:

This position provides supervision to the Family Support Case Aide.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry up to 25lbs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Other:

Must possess excellent interpersonal skills. Professional image and presentation expected, at all times. Must possess exceptional time management and organizational skills. Must be able to travel to other locations throughout the city or state as part of professional development trainings, conferences or other events.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature/ Firma de Empleado: _____

Date/ Fecha: _____