**YWCA of Charleston**

Sojourner’s Shelter for Homeless Women and Families

Job Description

**JOB TITLE:** Children’s Counselor/Program Coordinator

**JOB PURPOSE:** Children’s Education and Enrichment/Homeless Outreach Program (CHOP). Develop, implement, and evaluate children’s educational and enrichment program and Children’s Homeless Outreach Program (CHOP). Provide brief counseling, referrals and linkage to community services and support to children with Serious Emotional Disturbance and their families who are experiencing homelessness, residing in one of the homeless shelters.

**ACCOUNTABILITY:** Reports to Program Director

**STATUS:** Exempt

**DUTIES AND RESPONSIBILITIES:**

1. Be committed to and follow the YWCA of Charleston Employee Handbook as well as the Rules, Procedures and Protocols governing the YWCA Sojourner’s Shelter Program including, but not limited to, maintenance of professional boundaries with the clients and residents.
2. Provide supervision of program and staff
3. Assist in providing oversight, guidance, development, implementation and evaluation of the Children Education and Enrichment program/CHOP program
4. Provide support to families and their children experiencing homelessness residing in a shelter who are with or at risk of serious emotional disturbance (SED)
5. Provide crisis intervention, case management, brief supportive counseling, advocacy, linkage and referral to community services
6. Identify specific training needs, provide opportunities for training to work group members within the eight DHHR homeless shelter and other supportive services statewide
7. Coordinate and assure staff is trained in specialized intervention and evidence-based programs such as Second Step and Parenting 1,2,3, Magic and various other required trainings
8. Encourage and engage parental involvement in resiliency building activities with their children
9. Oversee After School program and provide guidance to co-worker, parents, student and volunteers for successful outcomes
10. Work closely with our School Homeless Facilitator/Liaison, network and coordinate services with WV Home Visitation Program (WVHVP), other social services agencies, schools and other local and statewide providers as it relates to the Children Program
11. Maintain accurate records, oversee collecting of statistical information and completion of required monthly reports
12. Work flexible hours as it relates to program activities to better meet the needs of the children/youth
13. Conduct weekly meetings with children staff , parents and volunteers as deem appropriate for “Thinking outside the box” and program growth
14. Effectively work with children/youth utilizing an evidenced based program to achieve specific goals and objectives and make appropriate treatment/social service referral
15. Encourage parental involvement beyond initial interventions
16. Attend meetings and training as required
17. Perform site visits at least once a year to the seven agencies throughout the state and conduct CHOP conference call meetings the 3rd Wednesday of each month and provide guidance
18. Ability to adhere to policies and procedures for operating a YWCA vehicle
19. Other duties as assigned

**QUALIFICATIONS:**

1. Bachelor’s Degree in counseling, psychology or social work
2. Minimum of 2- years’ experience in supportive counseling and interventions
3. Ability to develop, implement and monitor educational programming
4. Excellent classroom organizational and management skills
5. Knowledge of homeless population specifically as it relates to children/youth
6. Strong communication skills oral and written
7. Ability to work effectively with diverse groups, participants and/or staff
8. Experience with childhood diagnoses, developmental stages, and treatment planning
9. Supervisory and management skills
10. Knowledge of community resources and the ability to work collaboratively with other agencies.
11. Ability to assist in training and coordination of a statewide project
12. Valid driver’s license

**PHYSICAL DEMANDS/WORKING ENVIRONMENT:**

Regularly required to:

* Stand/walk for long periods of time
* Stoop, kneel, crouch, crawl
* Speak, hear & listen; verbally express ideas, information, & instructions
* Have the ability to work around moderate noise
* Climb stairs
* Lift , pull, push, carry up to ten (10) pounds

Occasionally required to:

* Lift , pull, push, carry up to twenty-five (25) pounds
* Remain seated in a normal position for a minimum of four hours
* Be exposed to others that may have open cuts or wounds

Rarely required to:

* Be exposed to adverse weather conditions
* Use safety precautions when working with electrical equipment
* Exposure to possibly hazardous airborne materials

Revised 8/2018