



SHELTER FOR ABUSED WOMEN & CHILDREN JOB DESCRIPTION

Title: Children Services Supervisor
Reports to: Outreach Manager
Status: Full-time, Non-exempt

Description: Responsible for supervising the effective operation of the Shelter's Outreach Children's Programs and staff, and for providing crisis counseling and service management for adult and child participants.

Requirements & Skills:

- Bachelor's Degree in Social Services required. Masters preferred.
- Knowledge of the dynamics and laws pertaining to domestic violence.
- Two years of experience in the domestic/sexual violence or crisis intervention field preferred.
- Versatile service management and counseling skills for adults and children.
- Caring and empathetic demeanor.
- Excellent empowering communication skills.
- Ability to coordinate services for program participants and properly document
- Actions.
- Ability to work independently with sound judgment.
- Professional interaction with members of other agencies.
- Successful completion of Core Competency Course.
- Successful completion of CPR and First Aid Course.

Duties:

Leadership Skills

- Models appropriate professional behavior and encourages other staff members to act in a professional manner.
- Demonstrates effective interpersonal and communication skills.
- Encourages active involvement of all staff in decision-making processes.
- Initiates and facilitates change process.
- Effectively manages time, projects and multiple priorities.
- Embraces and emulates the empowerment advocacy philosophy.
- Operates in concert with the mission, vision, and strategic plan.

Program

- Oversees the outreach children's services, including support groups and individual advocacy for program participants.
- Ensures children and youth outreach programs operate in accordance with established agency philosophies, policies, and funding sources.
- Assists with interns.
- Oversees and develops The Shelter's child and youth prevention programs into the community and in Collier County Public Schools.
- Speaks as an advocate for youth issues within the community.
- Assist program participants in obtaining legal, medical, financial, and/or social services.
- Advocates for program participants with community agencies.

- Develops and maintain resource options in the community.
- Fosters an atmosphere of teamwork.
- Ensures staff follows an empowerment based advocacy model with all survivors.
- * Ensures FCADV minimum standards are achieved in all areas of operations

Program Participants

- Provides crisis counseling service management for children and adults participants.
- Helps children with problem solving during times of crisis.
- Coordinate and conduct children’s support groups in conjunction with adult support groups.
- Assist adult program participants in obtaining legal, medical, and/or social services for their children.

Human Resources

- Assist with recruits, hires, and evaluates staff based on established criteria.
- Trains, manages, and provides performance feedback for staff.
- Plans, promotes, and models life-long learning practices.
- Promote continuous professional development for staff.

Reporting

- Completes reports and statistical information as needed to include performance tracking, grant requirements, donors and certifying agencies.
- Promotes clear procedures for collecting, documenting, and reporting data.
- Submits monthly, quarterly, annual and grant reports in a timely manners.
- Monitors and evaluates the program and uses the data for program improvement and accountability.
- Operate in accordance with grant and funding guidelines.
- Manage overall quality assurance process to ensure participant files and documentation is accurate, complete and meets minimum standards.

Other

- Other duties as may be assigned.

ADA:

Must be physically mobile and able to sit, stand, bend, stoop, and lift 20 pounds. The Shelter for Abused Women & Children complies with the Americans with Disabilities Act of 1990 and support to the Deaf or Hard-of-Hearing in accordance with Section 504 of the Rehabilitation Act of 1973. The Shelter is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, disability, sexual orientation, or marital status. We assure you that your opportunity for employment with us depends solely upon your knowledge, skills, and abilities.

Signature of Preparer _____

Date _____

Signature of Employee _____

Date _____