



Children Services Coordinator Family Programs

Mission Statement:

Father Bill's & MainSpring is committed to ending and preventing homelessness in Southern Massachusetts with programs that provide emergency and permanent housing and help people obtain skills, jobs, housing, and services. We help people who are struggling with homelessness or are at risk of homelessness to achieve self-sufficiency.

Father Bill's & MainSpring is a growing and dynamic social service agency with particular expertise in emergency and permanent housing, job training and placement, and prevention services for individuals and families in need. Over the next five years, our strategic focus includes an increase in affordable, permanent supportive housing, a more efficient model of care for families experiencing homelessness, commitment to an enhanced delivery model to reduce the need for shelter, and improved community relations in order to achieve these goals. Our staff are thoughtful and caring individuals who share our passion for these ideals and creative approaches to helping people improve their lives.

We offer a generous benefits package and a comprehensive orientation and training program, as well as ample opportunities for advancement for qualified individuals who show a commitment to our Mission.

Position Summary:

Provides a program of children's educational and enrichment activities both on and off-site for each child during their stay at the family shelter. The curriculum developed is intended to be developmentally, cognitively, socially, and emotionally appropriate. On-site may include at any shelter location while off-site may include field trips, summer camp, or other externally provided outings. FBMS family shelter consists of 131 households, including congregate housing, scattered site housing and co-shelter housing. This full-time position reports to the Re-Housing Program Manager. CPR certification is required and provided by FBMS. AED and First Aid may also be required and will be provided by FBMS.

Essential Responsibilities:

- Conduct/arrange an infant/toddler and preschool group while parents are attending life skills/education programs.
- Serve as the liaison to child-specific programs and services including Department of Children & Families, School on Wheels and the various school districts.
- Create and foster relationships with partner agencies to allow for more seamless access to services for the children in our programs.
- Work alongside respective case managers to facilitate services for any child with documented delays or challenges.
- Plan appropriate social, enrichment, and recreation activities for children and parents.
- Work with volunteers and student interns to best utilize their skills and time.

- Maintain a supply of appropriate materials for children's activities and keep them organized in a designated area.
- Develop and maintain a lending library for providing families with appropriate toys, books, and videos for their children.
- Assist with transportation/facilitating transportation to child-related activities, i.e. camp, school orientation, etc.
- Lead the effort for all child engagement activities including summer camp and various field trips.
- Manage the holiday gift drive and distribution of gifts to all 131 households.
- Participate in staff meetings and trainings as requested.

Skills & Competencies:

- Empathy: An understanding and empathy for those dealing with homelessness and related issues.
- Professionalism: Maintains the highest level of professionalism in the delivery of services, building of relationships, collaboration with co-workers, and representation of Father Bill's & MainSpring within the organization and the community.
- Communication: Speaks appropriately in positive and/or negative conversations with supervisors, co-workers, volunteers, donors and constituents; Articulates the goals of Father Bill's & MainSpring.
- Record-Keeping: Routine clerical or record-keeping incidental to the essential responsibilities of the job (including, but not limited to, data entry and case file updates).
- Job Knowledge: Possesses the practical and technical knowledge required on the job.
- Attendance: Acceptable overall attendance record, consistently at work and on time.
- Reliability: Relied upon regarding task completion and follow-up. Follows instructions, responds to management direction and solicits feedback to improve performance.
- Initiative: Seeks out new assignments and is willing to be flexible with additional duties.
- Adherence to Policy: Follows safety and workplace expectations, regulations and processes as defined in the Employee Handbook.
- Work Ethic: Demonstrates a commitment to the Mission and adheres to the Operating Principles of Father Bill's & MainSpring and works as part of a team toward a common goal.

Other:

- Safety & Security: Actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
- Travel: Local travel may be required. Valid driver's license and good driving record required.
- Physical Demands: *The demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations under the Americans with Disabilities Act (ADA) may be*

made to enable individuals with disabilities to perform the essential functions.

- Must be able to verbally convey detailed information or important instructions or ideas accurately or quickly. Must be able to hear average or normal conversations and receive ordinary information. Average visual acuity is necessary.
- Previous experience and / or commiserate experience required.

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities required of the employee. Other duties as assigned may be part of the job.

Father Bill's & MainSpring is an equal opportunity employer.