

Youth Program Specialist

Full Time

\$16.71/hour

Schedule will be determined based on the ongoing needs of the program.

Position Summary

This position is designed to address the need for high-quality, trauma-informed youth programming. Children exposed to violence are more likely to abuse drugs and alcohol; suffer from depression, anxiety, and post-traumatic disorders; fail or have difficulty in school; and become delinquent and engage in criminal behavior. This position will address these symptoms of domestic violence trauma through mentorship, enhanced support one-on-one and in groups, and opportunities for building confidence and a sense of self-worth.

Essential Functions

- 🔥 Develop trauma-informed programming for 200 children annually modeled after the Sanctuary Institute at both sites (Shelter and Resource Center).
- 🔥 Plan for, and facilitate engaging programs for youth ages Kindergarten- High School (5- 24) in group or one-on-one settings.
- 🔥 Help children learn to manage the symptoms of trauma created by domestic violence and develop positive, healthy coping strategies through utilization of the research and resources in studies such as the "Promising Practices" curriculum.
- 🔥 Co-coordinate, develop curriculum and facilitate "Shine Brite Day Camp" during the summer.
- 🔥 Nurture social-emotional growth and socialization.
- 🔥 Foster healthy cognitive, social, emotional, and physical development.
- 🔥 Build and maintain positive relationships with children.
- 🔥 Commitment to Safe Haven's Core Values and other duties as assigned:

Empowerment: Creating independence through education, respect and awareness by putting the needs of the women and her children first.

- 🔥 educate youth on domestic violence, trauma and the symptoms of trauma
- 🔥 maintain professional boundaries with all children and their mothers
- 🔥 access to a safe vehicle to use for work, a driver's license and insurance coverage (liability limits required by Safe Haven)
- 🔥 provide transportation for children as it relates to programming
- 🔥 motivated to do the best work possible for the children served by Safe Haven programs
- 🔥 manage competing priorities

Safety: Striving to overcome fear and create a safe environment for all.

- 🔥 provide a Safety Plan for each child
- 🔥 comply with MN Mandated Reporting Statute
- 🔥 record and document all injuries to children as well as incidents involving children
- 🔥 effectively respond to crisis situations and function well under pressure
- 🔥 assist children in crisis
- 🔥 maintain security at all times
- 🔥 lift and carry small children (up to 30 pounds)
- 🔥 ability to physically attend to the various needs of both the Shelter and Resource Center
- 🔥 ability to climb a flight of stairs

Equality: Working toward justice and shared power.

- 🔥 respond effectively to business, crisis and support calls
- 🔥 role model positive behavior, interactions, conflict resolution etc. for our clients and the community
- 🔥 employ strong ethical values
- 🔥 ability to work supportively with children and their mothers

Teamwork: Collaborating with trust, integrity, passion and competence to reach our goals.

- 🔥 maintain up-to-date records, individual files, logs, and all other necessary forms including recording statistics and keeping electronic files in the Apricot data tracking system used agency-wide
- 🔥 prepare organized, thoughtful reports on a regular basis as determined by Supervisors
- 🔥 attend all weekly staff meetings and additional trainings as assigned by Supervisors
- 🔥 read and communicate through email and other means with all other Safe Haven employees on a daily basis, and other agencies as necessary
- 🔥 adhere to agency personnel policies
- 🔥 maintain professional boundaries with co-workers
- 🔥 maintain cleanliness of Shelter & Resource Center common areas and other areas as needed
- 🔥 apply strong written, verbal and interpersonal communication skills
- 🔥 exercise computer skills including, but not limited to, word processing, data entry, spreadsheets, and email
- 🔥 demonstrate consistency and dependability in regard to scheduled shifts and/or work hours
- 🔥 utilize effective organizational skills
- 🔥 impeccable ability to follow through with assigned, and/or self-directed tasks
- 🔥 offer creative suggestions for improvement, growth and/or expansion of policies, procedures and programs
- 🔥 efficiently perform other duties as assigned by Supervisors

Compassion: Providing support and resources with non-judgmental advocacy.

- 🔥 engage in interactive relationship-building with children
- 🔥 interact positively with children and their mothers, and work toward increased satisfaction with children's services provided by Safe Haven
- 🔥 understand the dynamics of domestic violence
- 🔥 accept cultural, racial, religious, affectional orientation, economic differences between people
- 🔥 ability to be warm, friendly, positive and approachable

Qualifications and Requirements

Essential Qualifications

- 🔥 Must be 21 years of age or older.
- 🔥 Must possess the ability to be flexible, adaptable and resourceful.
- 🔥 College experience in Early Childhood Development, Human Services, or related field.
- 🔥 2+ years experience working with children.
- 🔥 Knowledge of and/or experience working with people from diverse backgrounds.
- 🔥 Ability to read, write, speak and understand English.
- 🔥 Valid driver's license and auto insurance (liability limits required by Safe Haven).

Desired Qualifications

- 🔥 Bachelor's Degree in Early Childhood Development, Human Service or related field.
- 🔥 Knowledge of community resources.
- 🔥 Access to a vehicle to use for work.
- 🔥 Bi-lingual.

Safe Haven Shelter & Resource Center does not discriminate on the basis of race, color, creed, national origin, religion, sex, affectional orientation or gender identity, political affiliation, marital status, status with respect to public assistance, disability, or age in the delivery of services or employment practices.