



JOB DESCRIPTION

Job Title: Children's Program Assistant **Department:** Programs. **Location:** 200 or 224 Macdonald Ave. **Reports To:** Parent & Child Advocate **FLSA Status / Salary Grade:** Non-Exempt/BFOQ/ PT 29 hrs/wk, *BILINGUAL – ENGLISH/SPANISH* **Date Revised:** July 2024

SUMMARY OF POSITION:

The Children's Program Assistant position will report to the Parent & Child Advocate under the Program Director's direction and work with the Center for Women and Children staff to develop, empower, encourage, strengthen, and support mothers and children in developing spiritually sound and healthy families. The position will focus on directly providing care to the children at the Center for Women and Children, meeting all their needs. Children's Program Assistant position will guide, educate, and model programs for parents that are designed to promote social, physical, intellectual, and spiritual for families.

DUTIES & RESPONSIBILITIES:

Ministry

- Take opportunities to share the gospel of Jesus Christ and provide prayer support as available or requested.
- Demonstrate empathy, compassion, respect, hope, encouragement, active listening skills, confidentiality, and ethical standards.
- Respond to and diffuse situations before escalation and handle disputes/altercations appropriately
- Able to handle emergencies/crises, determine the risks of harm to self and others, and respond professionally to the situation.
- Able to recognize and deal compassionately with substance abuse, mental health issues, and other trauma-related issues
- Help create an environment for spiritual growth and development through prayer, worship, devotions, and encouragement for both mothers and their children
- Facilitate daily and/or weekly chapel services for children of all ages
- Provide a safe, nurturing, and stimulating environment for children of various ages
- Perform and learn positive and nurturing parenting/care-giving responsibilities, techniques, and strategies
- Alongside the mothers, facilitate and supervise play and educational activities for children of various ages
- Appropriately address mothers regarding their children's behaviors and other concerns
- Provide appropriate support to mothers in the program, enabling them to participate in program requirements
- Facilitate Sunday chapel or weekly chapel services for children of all ages

Administrative

- Provide direct care to children of all ages receiving services at BARM
- Assist in the planning, development, and oversight of the children's ministry vocation
- Plan, execute, and supervise age-appropriate -activities for children in the program, such as camps, after-school activities, tutoring, recreational activities, and other resources needed for the families and children at the center
- Compile lessons and activities for infants, toddlers, preschool, and school-aged day campers.
- Transport mothers and children to various legal and medical appointments as needed.
- Maintain attendance records, parent/child progress reports, and daily activities
- Keep an inventory of materials, and supplies needed for mothers and their children
- Maintain cleanliness and organization of the Children's Ministry classroom space, nursery, and closets. Ect.
- Maintain and update all children's files regarding information sheets, schedules, health, immunization, babysitting forms, safety,
- Conduct intakes for all children, maintain and update each child's Mission Tracker profile
- Assist the parents and children in keeping outside and inside play areas clean and orderly
- Guide and Instruct parents and children in practices of personal cleanliness and self-care (hand washing, diaper changing, nose wiping, etc.).
- Coordinate with volunteers to provide activities and support for mothers and their children as needed
- Monitor and provide snacks for children during program hours
- Monitor all children's activities, including a play area, chores, behavior consequences, birthday parties, field trips
- Maintain record and documentation of children's medical and school appointments
- Maintain and update all children's files regarding schedules, health, immunization, babysitting forms, safety and behavioral concerns

- Ensure that parents are following proper safety precautions and procedures to ensure safety of their children
- Maintain monthly statistics reports regarding demographics and monthly count-related residents
- Collaborate closely with staff, including chaplains/program coordinators, regularly meet with supervisors, and attend staff meetings and other continuing education seminars as required.
- Work effectively and cooperatively with other department staff/leaders and conduct tours of BARM facilities.
- Required to assist, oversee, and/or perform drug tests, breathalyzer administration and COVID tests
- Ensure proper and correct documentation of interactions with all guests and residents
- Document and report all accidents/incidents/warnings/infractions to supervisor in an accurate and timely manner

Other

- Participate/cooperate with CFS and/or the court system as required (complete police reports, testify in court, etc.).
- Mandated reporter for children under the age of 18 regarding physical, sexual, and emotional abuse and neglect.
- Handle emergency procedures appropriately as outlined in the Standard Operating Procedures.
- Flexible to work other shifts as needed for holidays, sick, vacation time, camp, special events, etc.
- Interact and train volunteers/interns in involvement.
- Perform other duties as requested.

SKILLS & QUALIFICATIONS:

- Christian who desires to minister/work with people in varied circumstances related to homelessness, including substance abuse recovery and mental illness, treating them with dignity and respect in all situations in accordance with the BARM Statement of Purpose, Statement of Vision, and Statement of Faith.
- Bilingual – English/Spanish
- Interpersonal skills - exercise compassion and discernment while modeling the teachings of Jesus Christ.
- Able to dialogue with shelter guests/residents, holding them accountable and encouraging them on their journey from brokenness to a new life based on a relationship with Jesus Christ.
- Able and willing to honor the leadership, chain of command, standards, and ministry objectives of BARM.
- Computer literate (Word, Excel, Database, Outlook, Internet); able to complete reports and accurately input information. Willing to continue education as needed or required.
- Must have a teachable spirit and the ability to multitask, listen, and follow instructions.
- Minimum two years of sobriety if in recovery.
- Insightful, trustworthy, honest, reliable, and model appropriate boundaries.
- Street knowledge and understanding of anger management is highly desired.
- Valid California driver's license – required. Class B (preferred) with a driving record acceptable to the insurance carrier – required.
- CPR/First Aid certification – preferred.
- Yearly TB clearance – required.
- Criminal background check / Live Scan clearance – required.

WORKING CONDITIONS/PHYSICAL FACTORS:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

- Work is primarily indoors and will frequently require climbing three flights of stairs, sitting, standing, bending, reaching, and going from building to building.
- Carrying up to 40 pounds up and down stairs three flights of stairs – *occasionally*.
- Requires working with a diverse population, many of whom struggle with homelessness, addiction, and mental illness – *continuously*.
- The Environment will be odorous due to lack of personal hygiene and the intoxication of guests – *frequently*.
- Requires a sustained level of high energy, stamina, and the ability to move about all of the facilities regularly and continuously – *frequently*.
- Involved in the collection of urine specimens – *occasionally*.
- Requires the ability to hear, see, and speak clearly continuously.

EQUIPMENT/TOOLS USED:

- Computer (Word, Excel, Database, Outlook, Internet), Copier/printer, Phone, Fax, Breathalyzer, and Drug Testing Kit.

MINIMUM REQUIRED QUALIFICATIONS:

- Minimum high school diploma or GED

- 1-2 years experience working with infants/children or youth in related work/volunteer experience
- Experience working in a children's ministry setting

PREFERRED QUALIFICATIONS:

- 6-15 units of Early Childhood Education or relevant coursework in elementary/secondary/special education, child youth development, psychology
- Knowledge of substance abuse/recovery and mental illness

Requirement:

The Bay Area Rescue Mission is a privately funded 501 (c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and Statement of Purpose. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in all of the ministry activities of the Bay Area Rescue Mission;
- Subscribe to the Bay Area Rescue Mission Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to the Bay Area Rescue Mission Employee Handbook.

This position requires a Confidentiality Statement.

My signature below acknowledges that I have read and understand the job description as described herein and that I can fulfill this position. I understand that this job description is not all-inclusive and that employment with the Bay Area Rescue Mission is always at will.

Signature

Printed Name

Date