



TESSA JOB DESCRIPTION

JOB TITLE:	Youth and Children's Program Manager
REPORT TO:	Chief Program Officer
TIME REQUIREMENT:	40 Hours/Week (1FTE) Non-Exempt

SYNOPSIS: This position develops, coordinates, and implements services for residential and non-residential children who have been affected by domestic violence and sexual assault (DVSA). Some weekend, evening, and on-call hours are required. This position also coordinates school outreach and education and is responsible for maintaining the public education campaign created in 2018 and 2019

RESPONSIBILITIES:

Program and Supervision

- Oversees and conducts Children's Program services with children and parents, to include:
 - Advocacy
 - Case Management
 - Recreational Opportunities
 - Psycho-Educational Groups
 - Safety Planning
 - Crisis Intervention
- Provides administrative supervision to 1FTE Children's Advocate and 2FTE Case Manager's.
- Supports parents, advocates, and case workers in the development of family goals and safety plans, as related to child development, parenting, and safety issues.
- Works closely with the Safehouse Manager and Safehouse Therapist to achieve continuum of care and programmatic coordination.
- Helps establish and report program objectives related to the agency's strategic plan and goals.
- Works cooperatively with other agencies and individuals involved with the client to assure comprehensive service delivery.
- Provides on-going training, instruction, evaluation, and support to volunteers and other staff serving residential children and families.

Community Outreach

- Attends community meetings on behalf of TESSA to further programmatic and organizational objectives and to enhance/build strong relationships with community partners.
- Coordinates and executes provision of (Domestic Violence Education) in regional schools and through community requests.
- Organizes activities around National Teen Dating Violence Awareness & Prevention Month (February, and National Child Abuse Prevention Month (April) among partnering organizations and the community at-large.
- Plays an active role in prevention work with a specific focus on middle and high school education.

Record Keeping

- Ensures all client records, information, and activities are appropriately documented in the client file and in TESSA's client database in a timely and accurate manner.



- Ensures all client information is kept confidential.

Cultural Inclusivity and Client Relations

- Recognizes that we hold attitudes and beliefs that can detrimentally influence our perceptions of, and interactions with, individuals who are diverse from ourselves.
- Recognizes the importance of multicultural sensitivity, responsiveness to, knowledge of, and understanding about diversity.
- Applies the principles of multiculturalism and inclusivity in training and staff development.
- Applies culturally appropriate skills in all interactions with clients, co-workers, volunteers, partner agencies, and other community members.
- Uses organizational change processes to support culturally informed organizational policies & procedures.
- Prevents, identifies, and removes discriminatory barriers in service provision.
- Treats clients with respect, dignity, and empathy.

Other

- Continually gains knowledge and expertise regarding DVSA.
- Available to assist staff members, interns, and/or volunteers as needed.
- Commits to TESSA's organizational mission, vision, and operating philosophy.
- Attends staff meetings, trainings, and other relevant events as requested.
- Other duties and projects as requested by supervisor or Chief Executive Officer.

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree in Counseling, Social Work, or related field is required; Master's Degree preferred.
- Clinical license in Counseling, Social Work, or related field is preferred.
- Two years relevant experience and supervisory experience is required.
- Knowledge of DVSA issues and experience working with victims and/or children are preferred.
- Excellent organizational, communication (oral and written), problem solving, listening and interpersonal skills.
- Displays a positive attitude, works well with others, and accepts direction well.
- Attentive to detail.
- Able to work well under stressful and emotionally taxing circumstance and engage in effective self-care.
- Able to empathize, encourage and guide.
- Able to independently use a computer for word documents, spreadsheets, presentations, email, internet research, data entry and data management.
- Possess vision and hearing sufficient to work on a computer, on the telephone and in person.
- Must be able to remain in a stationary position 50% of the time. Must be able to continually operate computers and other office productivity machinery (i.e., a calculator, copy machine, and computer printer).



- Ability to lift 50lbs, intermittently.
- Available to work evenings, weekends, and on-call as needed.
- Valid driver's license and car insurance.
- Must be willing to complete and able to pass background and child abuse and neglect history checks.
- Able to read, write and speak English.
- Fluency in Spanish or American Sign Language is a plus.

This position is open until filled.
TESSA is an equal opportunity employer.
To apply, visit www.TESSAcs.org/aboutTESSA/employment.