



TESSA JOB DESCRIPTION

JOB TITLE:	Youth and Children's Program Manager
REPORT TO:	Chief Executive Officer
TIME REQUIREMENT:	40 Hours/Week, Full-Time, Exempt
PAY RATE:	\$50,000/Year

SYNOPSIS: This position develops, coordinates, and supervises the Youth & Children's Program in providing basic confidential advocacy, education, and support to all residential and non-residential child and youth victims of intimate partner and sexual violence, stalking and human trafficking through trauma-informed advocacy and empowerment-based case management. This position assists in the growth and development of the youth education and outreach program to students, educators, and the broader community within El Paso County elementary, middle, and high schools.

RESPONSIBILITIES:

Program and Supervision

- Plans, facilitates, and executes Youth and Children's Program services to Safehouse and non-residential families, to include:
 - Trauma-Informed Advocacy
 - Comprehensive and Collaborative Case Management
 - Weekly Groups (Growing Readers, Kid's Club, and Family Night)
 - Recreational Opportunities and Monthly Field Trips
 - Special Events (Summer Camp, Back to School BBQ, Trunk or Treat, and Holiday Party)
 - Safety Planning
 - Crisis Intervention
 - Birthday Celebrations
 - Maintaining children's play areas
- Provides administrative supervision to two Youth and Children's Program Case Managers.
- Facilitates weekly staff supervisions and Youth and Children's team meetings.
- Assists parents, advocates, and case managers in the development and implementation of family goals and safety plans, as related to child development, parenting, and safety issues.
- Works closely with TESSA program managers to achieve continuum of care and programmatic coordination.
- Works cooperatively with other agencies and individuals involved with the client to assure comprehensive service delivery.
- Helps establish and report program objectives related to the agency's strategic plan and goals.
- Assists and supports families with educational needs and potential barriers.
- Provides on-going training, instruction, evaluation, and support to volunteers and interns serving TESSA's children and families.
- Maintains confidentiality and follows all mandated reporting guidelines.
- Understands department objectives and how they relate to the goals of the agency.



School Education and Outreach

- Works in tandem with the Youth & Children's Outreach and Education Advocate in the growth and development of the outreach and education program to children and youth within El Paso County school districts (to include D2, D8, D11, D14, and D20) with special emphasis on working with students, school faculty, and parents.
- Outreach and Education of the Youth & Children's Department provides presentations on healthy relationships, teen dating violence, bullying, mental health, consent, sexual assault, boundaries, and cyber safety within El Paso County school districts. Special attention will be paid to introducing curriculums to include Coaching Boys into Men, Love Notes 2.0 and TESSA's Fresh Start program.
- Communicates with the Youth & Children's Outreach and Education Advocate to coordinate presentation coverage utilizing department staff.
- Facilitates presentations as needed.

Community Outreach

- Attends, or schedules an advocate to attend, community meetings on behalf of TESSA to further programmatic and organizational objectives and enhance/build strong relationships with community partners.
- Provides education and training related to intimate partner and sexual violence, stalking and human trafficking to community organizations as needed.
- 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.

Record Keeping

- Ensures all client contacts, relevant documents, client records, and information are appropriately documented in the client file and in TESSA's client database in a timely and accurate manner.
- Verifies presentation metrics and survey results are tracked accurately.
- Extrapolates department metrics and completes grant reporting in a timely manner.
- Ensures all client information is kept confidential.

Cultural Inclusivity and Client Relations

- Recognizes we hold attitudes and beliefs which 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.
- Develops multicultural services, programming, and outreach as appropriate in collaboration with the Youth and Children's Program staff.
- Prevents, identifies, and removes discriminatory barriers in service provision.
- Treats clients with respect, dignity, and empathy.



Other

- Develops knowledge and expertise regarding intimate partner and sexual violence, human trafficking, and stalking.
- Commits to TESSA's organizational mission, vision, and operating philosophy.
- Provide advocacy services to adult survivors seeking assistance in person or on the phone, if and when, TESSA is short-staffed.
- Available to assist staff members, interns, and/or volunteers as needed.
- Attends staff meetings, trainings, and other relevant events as requested.
- Other duties and projects as requested by 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 Social Work, Education, Child Development, or related field is required; Master's Degree 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 circumstances 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.

TESSA is an equal opportunity employer.