

**POSITION TITLE:** Children's Services Team Lead

**SALARY LEVEL:** Tier II

**FLSA STATUS:** Non-exempt

**REPORTS TO:** Children's Services Program Coordinator

**HOURS:** Full-time Days, rotating pre-scheduled on call minimum of two weekends per month

**BENEFITS:** Full-time: Wellness Leave, 7 Paid Holidays, Health, Dental & Vision, Sick leave, 401(K) Savings Plan

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**SUMMARY:**

The primary responsibility of the Children's Services Team Lead is to develop and support the House Parent staff, oversight of the Kitchen, and the Kitchen Assistants to ensure exceptional care for our children. This position works collaboratively with the Program Department Administration team to support all elements of the department.

**PRINCIPAL ACCOUNTABILITIES:**

All staff are responsible for imparting our core values of passion, excellence, humility and relational in all job duties to further our mission and vision. Specific responsibilities for this position are:

1. Direct support, supervision, and development of all House Parents, Kitchen-Assistants and other staff as assigned by Children's Services Program Coordinator or Program Director.
2. Spend time in child areas supporting and monitoring the Children's Services program.
3. Support the development and implementation of enrichment activities in the Children's Services department.
4. Assure proper and quality documentation including incident reports and disclosures.
5. Oversight of documentation and reports to ensure licensing standards and quality assurance is met.
6. Understand and advocate for the needs of our children and families that use our services.
7. Participate in on-call supervisor rotation including managing and documenting calls outs and tardies, supporting family services needs and questions, and managing the disclosure process.
8. Participate in the hiring and training process of House Parents and Kitchen Assistants.
9. Collaborate with the Program Scheduler for the scheduling of House Parents and Kitchen staff and work with the Program Scheduler to find coverage for future staffing needs.
10. Processing program staff timesheets bi-weekly for payroll.
11. Facilitate monthly fire and security drills on grave shift.
12. Oversight of menu planning as mandated by licensing.
13. Review and follow up with Kitchen shift reports.
14. Management of Kitchen ICMS.
15. Provide support for other Program Department areas as necessary.
16. Maintain open and timely lines of communication with all departments at Vanessa Behan.
17. Represent Vanessa Behan in speaking engagements as necessary.
18. Serve as a community liaison representing Vanessa Behan through various meetings/committees appropriate to child abuse and neglect awareness as assigned.
19. Familiar with and adherence to all established policies, procedures, governing WAC's and licensing regulations.
20. Other duties as assigned by supervisor.

**PHYSICAL REQUIREMENTS:**

These requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

- Regularly standing, lifting, walking, sitting, listening, talking, and using hands and fingers,

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- Occasionally climbing or balancing, stooping, kneeling, crouching, crawling, and reaching with hands and arms
- Ability to lift up to 30 pounds.
- Specific vision requirements include close vision and the ability to adjust focus.
- Ability to hear, understand and distinguish speech and/or other sounds in person and on the telephone.

**WORK ENVIRONMENT:**

Work is generally performed in a child center environment where there is exposure to children ages birth to age 12 and clients of varying socio-economic and health conditions.

- Noise: moderate to quiet, occasionally moderate to high.
- Climate control: primarily in an office.
- Exposure: occasionally outside events or activities.
- Chemicals/Bloodborne Pathogens (BBP): moderate risk to mild bleach solutions and other cleaning/disinfectant chemicals, moderate risk of exposure to BBP.

**TRAVEL:**

Occasional local travel. No overnight travel is expected.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES:**

- Must be compassionate, non-judgmental and have a passion for helping families.
- Skilled in organizing, prioritizing, and scheduling work assignments for self and staff.
- Ability to work well individually and as a team member.
- Must work well under pressure, time constraints and have ability to meet multiple needs simultaneously.
- Ability to train and supervise employees.
- Ability to coach and discipline employees separating the behavior from the person.
- Positive leadership attitude, role and example for staff to follow.
- Must possess a thorough understanding of Washington State's child welfare/protection system, and Spokane community resources.
- Knowledge of child development and family systems in order to assess possible risk of neglect and abuse.
- Excellent oral and written communication skills.
- Skilled at maintaining strict confidentiality.
- Ability to work with higher needs children with sometimes challenging behaviors.
- Proficient with Microsoft Office
- Ability to learn new applications such as internal client management system, HRIS, etc.

**MINIMUM REQUIREMENTS:**

- ECE Certificate or equivalent required.
- Bachelor's degree in early childhood education, social service, or related field preferred.
- 5 years of successful full-time experience in a relevant field required.
- 3 years supervisory experience required, 15 or more staff preferred.
- CPR, Infant CPR, First Aid and Bloodborne Pathogens Certifications are required. Ability to obtain/renew through Vanessa Behan classes.
- Food Handlers permit is required or ability to obtain after hire.
- Successful completion of Washington State and National background check prior to hire. Completed every 3 years.
- Successful completion of fingerprint check prior to hire. Completed every 3 years if employee lives out of state.
- Meet all current vaccination requirements.

Please note this job profile is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_