

POSITION TITLE: Children Services Program Coordinator

SALARY LEVEL: Tier II

KO Edits 2/2/26, 2/6, 2/9,
AV 2/10

FLSA STATUS: Non-Exempt

REPORTS TO: Program Director

HOURS: Full-time, typical hours between 8am-6pm, however occasional meetings in the evenings and during the grave shift. On-call and weekend rotations are required.

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

SUMMARY

The Children's Services Program Coordinator provides oversight and supervision of the Children Services department to ensure smooth operation of Vanessa Behan. In collaboration with the Program Director, develops vision and plans for 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. Leader and visionary of the Children's Services department in collaboration with the Program Director.
2. Provide supervision to program staff in collaboration and direct communication with Program Director. Responsible for day-to-day supervision of Children Services Team Lead, and Lead House Parent Supervisors. Provides oversight of Lead House Parent Supervisors supervision of House Parents.
3. Oversight of the Children's Services department including training, development and evaluation of all Children's Services staff.
4. Ensure Children's Services maintains compliance with all DCYF licensing requirements.
5. Plan for growth and how to maintain the vision of the Children's Services department in collaboration with the Program Director.
6. Participate in the hiring, interview and training processes of Children's Services staff.
7. Participate in scheduling of staff to assess hiring needs and utilization of staff to ensure caring for the greatest number of children.
8. Collaborate with the Program Schedulers for the scheduling needs of the department and time clock reconciliation.
9. Oversight of cleanliness and organization of Children's Services areas.
10. Participates in on-call supervisor rotational responsibilities including managing and documenting calls outs and tardies, supporting family services needs and questions, and managing the disclosure process.
11. Participates in the budget planning for the House Manager and Children's Services department. Responsible and accountable for these budgets.
12. Provide support to Family Services department and Program Director, including performing the role of family support specialist and house parent as needed. Maintain open and timely lines of communication with all program staff.
13. Assure proper maintenance of child/family records by reading files for quality documentation and providing any further case management.
14. Able to use knowledge of child development, family systems and Washington State's child welfare/protection system to assess possible risk of neglect and abuse.
15. Provide crisis counseling to families as needed.
16. Awareness of facility issues, communicating to the Facility Coordinator and troubleshooting until the Facility Coordinator can respond whenever possible.

17. Represent Vanessa Behan and appropriate programs in speaking engagements as necessary.
18. Serve as a community liaison through various meetings/committees appropriate to child abuse, neglect awareness and support of families.
19. Familiar with and adherence to all established policies and procedures
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,
- 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.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- Must be compassionate, non-judgmental and have a passion for helping children and families.
- Positive leadership attitude, role and example for staff to follow.
- Skilled at maintaining strict confidentiality.
- 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.
- Skilled in organizing, prioritizing, and scheduling work assignments for self and subordinates.
- Must possess the ability to train and supervise employees.
- Excellent oral and written communication skills.
- Ability to work with higher needs children with sometimes challenging behaviors.
- Must possess a thorough understanding of Washington State's child welfare/protection system, and Spokane community resources.
- Basic proficiency in Microsoft office.
- Ability to learn new applications such as internal client management system, HRIS, etc.

MINIMUM REQUIREMENTS

- Bachelor's degree or equivalent preferred with a master's degree related to child development or education desired.
- 5 years of experience working with young children, latency age children and pre-adolescents.
- 5 years of supervisory experience in a childcare setting.
- Lived experience may augment the education and/or experience requirements.
- ECE/Stars trainer desired
- CPR, Infant CPR are required but able to obtain/renew through Vanessa Behan classes.
- Food Handlers permit is required but able 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 out of Washington state.
- Meet all current immunization 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 _____

