

Placer Family Housing dba Acres of Hope
POSITION DESCRIPTION

CHILDREN'S PROGRAM ASSISTANT

Reports to: Children's and Parenting Program Director
Classification: Part-Time Non-Exempt
Schedule: Varies With Assignment

POSITION SUMMARY

The Children's Program is designed to care for children ages birth to 12 years who have been homeless and may have suffered abuse and/or neglect. While the primary focus is on the care for the child(ren), interaction with the mother facilitates a family development approach. Primary emphasis with younger children is on increasing language and motor skills that may be delayed due to environmental factors. For older children the focus is on development of emotional growth with primary emphasis on building self-esteem and relationships of trust.

SPECIFIC DUTIES

1. Provide physical, emotional, and intellectual stimulation to a child who may be developmentally delayed.
2. Provide guidance and support to children who may have experienced various forms of trauma.
3. Be a good listener to verbal and nonverbal communications.
4. Engage in activities that provide new experiences for the child.
5. Develop a relationship of trust and continuity with a child that will enhance the development of a positive self-image.
6. Provide support and assist mothers in meeting the physical, emotional, and educational needs of a child.
7. Perform miscellaneous related duties as assigned.

KNOWLEDGE, SKILLS and ABILITIES

1. Must be able to relate to the residents in a grace-based manner with a compassion that communicates an understanding that God has a purpose for each individual coupled with the ability to be firm on expectations (grace/guidance or acceptance/accountability).
2. Must have experience and/or understanding of the homeless population.
3. High school diploma or GED; at least two years of experience that is directly related to the duties and responsibilities specified.
4. Basic computer skills: internet, email, word processing.
5. Ability to communicate effectively, both orally and in writing.
6. Proven ability to effectively manage multiple deadlines and priorities.

7. Flexibility, adaptability and ability to work in a changing environment with an ability to work independently.
8. Exceptional organizational skills with attention to detail.
9. Ability to analyze and solve problems.
10. Must have knowledge of proper classroom behavior, developmentally appropriate lesson planning and understanding of and sensitivity to culturally diverse populations.
11. Ability to make administrative/procedural decisions and judgments.
12. Ability to follow through on assigned tasks to completion.
13. Ability to regularly lift and carry items weighing up to 25 pounds.
14. Hold a valid driver's license and be able to operate a standard passenger vehicle.

PERSONAL ATTRIBUTES and VALUES

1. Ability to maintain an atmosphere of confidentiality with resident and staff information.
2. Ability to maintain an atmosphere of professionalism with respect shown to all.
3. Be in agreement with the vision, mission, values and beliefs of Placer Family Housing.
4. Have a teachable spirit and be committed to team participation.
5. Must have a keen desire to help children and the ability to relate to them in a positive, patient, sensitive and nonjudgmental manner.
6. A sense of humor, wonder and excitement is ideal.