

## CHILD & YOUTH SERVICES COORDINATOR POSITION DESCRIPTION

**Organization:** Interfaith Hospitality Network of Greater Cincinnati  
**Position:** Child & Youth Services Coordinator (Full-Time)

### Required Qualifications:

- Bachelor's degree in social work, child development, education or related field.
- Minimum of 2 years' experience working with children, youth, and parents.
- Good working knowledge of child development and trauma.
- Experience working with homeless populations preferred.

### The ideal candidate will embody:

- Excellent written and verbal communication skills.
- Excellent computer skills (required proficiencies in Microsoft Outlook & Word).
- Commitment to serving those in need.
- Excellent problem solving ability.
- High degree of initiative.
- Genuine team player.
- Ability to maintain sense of humor in a high pressure environment.
- Exceptional organizational skills and high level of attention to detail.
- Ability to work with a culturally diverse staff and client base.

### Summary:

Children experiencing homelessness are at greater risk than their stably housed counterparts for experiencing delays in development, trouble in school, and problems related to behavior and social functioning. Homeless children are also more likely to have experienced trauma and its associated effects. The Child & Youth Services Coordinator will act as an advocate and service provider, ensuring that children staying at the IHNGC emergency shelter and housing programs have their needs recognized and addressed.

### Accountability:

Accountable to Services Team Lead

### Responsibilities:

General Child Welfare

- Conduct developmental screenings on all children under the age of five in shelter and transitional housing program and provide their primary caregivers with the appropriate developmental, educational, and medical referrals needed. Generate program reports, progress notes, and other paperwork as appropriate.
- Act as liaison to Project Connect and school system. Develop and supervise after school mentoring activities and homework assistance.
- Oversee structured programming for children while their parents complete intake and at the end of each weekday (3-4 p.m.), or as needed. Programming will be age appropriate and assist children in meeting developmental milestones.
- Utilize research and national best practices to develop robust, trauma-informed program that consistently meets established goals. Improve data collection processes to measure program success.
- Track and report on child enrichment outcomes related to funding opportunities.
- Assist in establishing and executing parent training and soft-skills development with families.
- Work with homeless service providers in community to share resources and develop integral partnerships to benefit IHNGC families.
- Maintain contact with schools, community resources and referral agencies. Act as an advocate for guests and their children across service settings. As member of services team, ensure children's needs are met as part of overall family case plan.

## Volunteer Management

- Recruit, screen, and train volunteers to assist in the Child Enrichment Program.
- Supervise 40 trained and consistent volunteers, who rotate from week to week.

## Housing and Family Stability-Case Management

- Complete intakes and develop case plans for families entering housing programs.
- Assist in guide in housing search and lease process following HUD and program guidelines.
- Review case plans regularly and provide families the information, resources and encouragement necessary to complete plans and maintain housing.
- Maintain accurate case notes, client data and other records according to agency and professional standards.
- Manage client data efficiently, including entering client information for intake and exit within two business days of these events.
- Provide referrals and educate families about available resources, specifically those related to healthcare, dental care, mental health care and child development.
- Advocate on behalf of IHNGC families as needed to help them access essential social services and other programs (i.e. Children's Services, JFS, etc).

## Team

- Represent IHNGC at community meetings and related workgroups.
- Participate in weekly staff and service team meetings.
- Participate in weekly supervision meetings.
- Rotate weekly on-call duties with other staff.
- Assist in monitoring & coverage of Day Center office schedules & client traffic, as needed.
- Other duties as assigned.

**Hours:** 40 hours per week, Monday-Friday, 9am-5pm, some flexibility required.

**Benefits:** full complement of benefits offered: medical, dental, vision, life, and retirement

**How to Apply:** Send cover letter and resume to Stacey Burge, Executive Director, at [stacey@ihncincinnati.org](mailto:stacey@ihncincinnati.org).