



## JOB DESCRIPTION

Position Title: Children's Service Specialist  
Program: Family Violence Shelter  
Responsible to: Shelter Director  
Classification: Non-Exempt, Part-Time (19 hours/week)

**General Qualifications:** In alignment with the mission that the YWCA of Kauai is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all, the ideal candidate will be able to contribute to a work environment that values diversity, creativity and mutual respect, as well as:

1. Communicate effectively, both orally and in writing, with people of various ages, cultures and backgrounds.
2. Maintain effective working relationships and be a team player.
3. Demonstrate excellent client service skills on the phone, in person and online.
4. Assume individual responsibility and work collaboratively.
5. Utilize good organizational and multi-tasking skills and be able to handle multiple priority tasks using independent judgment.
6. Perform all duties in compliance with the laws and regulations of the State of Hawaii and the United States government.

### **Specific Qualifications:**

1. Have at least one (1) year experience in the domestic violence or related field.
2. Outgoing and enthusiastic with good problem-solving skills.
3. Experience working with children of all ages to assist with safety planning, positive peer interactions and relationships.
4. Knowledge of child development, parenting skills, and pro-social youth activities.

### **Education & Technical Skills:**

1. High School Diploma or G.E.D. Associate Degree with classes in Child Development, Psychology or another Human Services area, preferred.
2. Have basic education/experience of the dynamics of interpersonal relationships and domestic violence in families. Prefer 3 years' experience.

3. Current First Aid and CPR Certification or available for First Aid and CPR training.

**Function:**

1. To provide support, guidance and advocacy for children and their parent/guardian who have experienced domestic violence. Ability to support parent/guardian as needed to help their child/children resolve exposure to violence.
2. To provide support to children and their parent/guardian using their relationship to encourage nurturing and model appropriate interpersonal skills and mindful communication. Ability to assess and intervene with children on-site.

**Responsibilities:**

1. Ability to work with children of all ages and cultures. Able to work one-on-one, with families, in small groups and in large groups.
2. Spend time with children, focusing on healthy expression of their feelings and needs (including reading, crafts, games and sports; help with homework).
3. Provide childcare for parent/guardian meeting with other advocates and respite care as needed.
4. Maintain children's playroom as a creative, welcoming place. Ensure availability and safety of age-appropriate toys, books, and supplies.
5. Assist with weekly children's group. Coordinate with Shelter Therapist in designing and implementing curriculum.
6. Coordinate, consult and refer children and their parent to additional service both inside and outside the YWCA based on need, to assist with case management; such as childcare, transportation, tutoring, etc.
7. Practice ethical, timely, and frequent communication with other staff members regarding children's needs.
8. Complete all documentation/reporting requirements as directed.
9. Performs other duties as assigned.

**Additional Requirements:**

1. Valid driver's license, vehicle and proof of insurance.
2. Current First Aid and CPR certification.
3. Willing and able to work at multiple locations on Kaua'i.
4. Willing and able to travel off-island for training and meetings as required.
5. Availability for on-call duty during nights and weekends as required.

Acknowledgement of receipt of Job Description

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Name

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Date

Revised September 20, 2023