

Housing Families Inc. Job Description

Job Title	Children's Bilingual (Spanish or Arabic) Family Liaison
Hiring Manager	Siobhan Malady
Hiring Manager Title	Assistant Director of the Great Youth and Family Program
Division	Great Youth and Family Program
Location	Malden

ABOUT US

Housing Families Inc., founded in 1986 by community members concerned about the growing crisis of homelessness, has helped more than 2,400 families make the transition out of homelessness to successfully retain permanent housing. Today, Housing Families is one of the largest and most capable providers of shelter and affordable rental housing in Massachusetts.

We provide safe, temporary shelter and quality affordable housing to homeless and at-risk families. We offer individualized supportive services to enrich children's lives, nurture the potential of each family member, and help families maintain permanent housing.

Our vision is a world in which everybody has a place to call home. We are looking for those who share in this vision and for skilled, compassionate individuals who share in our agency values of Respect, Caring, Integrity, Growth, and Teamwork:

- Respect – We treat people with dignity.
- Caring – We show compassion and act thoughtfully.
- Integrity – We adhere to high standards.
- Growth – We foster innovation and continuous development.
- Teamwork – We collaborate and celebrate.

RESPONSIBILITIES:

Purpose

The Children's Family Liaison will help create relationships and communication with the families involved in the after school program for homeless and formerly homeless children. The person will foster an atmosphere of support and cooperation among staff, volunteers, families, and allied organizations.

Responsibilities

1. Create and continually update Children's Program schedule, children's individual schedules, and van transport schedule.

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2. Create and continually update family contact information, photo releases, and children's birthdates and allergies.
3. Communicate regularly with interns and program staff regarding family information, issues arising with children, as well as cancellations.
4. Communicate regularly with parents of the children in the program regarding attendance, program cancellations and vacation and summer plans.
5. Do outreach and contact new families to welcome them, help with scheduling, and build relationships.
6. Maintain regular contact with Case Managers for outreach and information sharing about shared families; this may include quarterly attendance at Case Management meetings.
7. Participate in outreach to families for parenting groups and preschool programming.
8. Coordinate referrals to summer camp programs. Maintain referrals and connections with outside agencies.
9. Track and report use of summer camp funds and vouchers.
10. Track and report children attendance.
11. Complete files and necessary documentation in a timely manner.
12. Oversee van transportation issues
13. Provide back-up transportation as needed.
14. Help maintain a clean and tidy program.
15. Handle crises as they occur. Provide supportive interventions for difficult interactions with children including fights between children and children unable or unwilling to engage in tutoring.
16. Provide backup childcare as necessary.
17. Oversee and coordinate all aspects of Open Houses for program and camp.
18. Provide individual tutoring as necessary.
19. Other duties as needed to help with the smooth running of the program.

QUALIFICATIONS / REQUIREMENTS:

Qualifications

Applicants should preferably have a Bachelor's degree at a minimum. Supervisory experience preferred. Must have experience working with children, and also be bilingual in Spanish. Applicants who have experience working with families from diverse backgrounds are encouraged to apply.

Eligibility Requirements

- Must be able to pass a CORI/SORI background check.
- Must have valid driver's license
- Must be willing to work 40 hours per week.
- Must be willing to work Monday through Friday 1:30 -7:30. Other hours to be negotiated with Assistant Director.
- Must have unrestricted work authorization to work in the United States.
- Must be 18 years or older.
- Must be fluent in English and Spanish/Arabic.

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DESIRED CHARACTERISTICS:

We believe that in order to be successful in this position, it is crucial that the candidate is able to honestly assess his/her strengths and determine that they include:

- Extremely organized and able to plan ahead
- Experience and love of children.
- Willingness to work well with families from diverse backgrounds.
- Excellent communication skills.
- Ability to handle a number of issues at one time.
- Flexibility.
- Patience.
- Openness to learning and willingness to ask questions and receive feedback.
- Comfortable working independently and as part of a team.
- Ability to stay calm in crisis.
- Comfortable managing and engaging groups of children.
- Positive attitude.
- Punctual and reliable Able to stay calm and multitask effectively.
- Interest in non-violent conflict resolution, confronting racism, sexism, and other injustices, and helping kids heal and grow.

APPLICATIONS/COMPENSATION:

- Interested candidate must submit a resume and cover letter to smalady@housingfamilies.org or fax to 781-322-9292 attention Siobhan Malady.
- Compensation: \$16.82-\$18.75 per hour (\$35K-\$39K annual) plus competitive benefits.