

POSTED: December 12, 2007

TRANSITION HOUSE

Job Description

Job Title: Child Life Specialist

Exempt: No

Report To: Shelter Director

Position Summary: Under the direction of the Shelter Director, provide intake, assessment, advocacy, and referral to children in the shelter. Responsible for program development and overall well being of children in the program. Coordinate services provided by staff and volunteers to the children residing at the Transition House Emergency Shelter. Full time position.

Essential Duties and Responsibilities

- Provide intake, assessment, service planning, and follow-up for all children in the program.
- Establish linkages with external community based programs for implementation of children services and referrals.
- Accompany children and their families to appointments, act as liaison between children/families and other children service providers.
- Coordinate daily child care needs of mothers in the program.
- Develop and facilitate age appropriate educational and play activities.
- Oversee weekly parenting groups for residents.
- Prepare and maintain children's records.
- Maintain a clean and child safe working environment.
- Maintain referral/resources for children services.
- Hotline coverage.
- Prepare necessary program reports.
- Attend meetings as required.

Personal and Professional Qualifications

- Exhibit professionalism and respect to children, families and co-workers.
- Able to perform essential duty satisfactorily.
- Demonstrate knowledge and skills necessary to provide support to various staff and volunteers.
- Strong communication skills required.
- Excellent teamwork skills.
- Demonstrated ability to provide services to children/families from a diverse background.

Education

- Bachelor's Degree in Social Work, Psychology, or related field is required.

Experience

- Two years or more residential or human service experience, especially working with children affected by childhood trauma as well as domestic violence.

Physical Demands

- Varied standing, sitting, walking, and lifting. Ability to drive a car or use public transportation. Reasonable accommodations may be made to enable individuals with disabilities to perform essential function.

Salary commensurate with experience. Minority and bi-lingual candidates encouraged to apply.

SUBMIT COVER LETTER AND RESUME TO:
Transition House, Inc.
649 Massachusetts Avenue, Suite #6
Cambridge, MA 02139
ATTN: Director of Programs
OR EMAIL TO: adminassist@transitionhouse.org