



JOB DESCRIPTION

Family Services Specialist, Exempt
Monday – Thursday, 9 – 6:15 PM, evening hours as needed

Casa Myrna is Greater Boston's foremost provider of solutions to end domestic and dating violence. The agency maintains three residential programs in Boston for women and children made homeless by domestic violence, a comprehensive range of supportive services provided at the programs and at the main office, and SafeLink, the only statewide 24/7 toll-free domestic violence hotline in Massachusetts. The Family Services Specialist works with mothers and children made homeless by domestic violence that are living in one of the agency's residential programs. The Specialist's role is to help stabilize children exposed to the abuse of their mothers and help restore a nurturing, healthy bond between mothers and children. The Specialist also helps connect mothers to community-based support systems that will help sustain the ongoing educational, psychological and physical development of their children. Over 75% of children served are under the age of 6.

Principal Duties and Responsibilities

- Completes intake assessments for all children entering Casa Myrna residential programs
- Provides developmentally appropriate child care and activities for children in Casa Myrna residential and community-based programs while their mothers access services
- Acts as a liaison with Boston Public Schools to ensure all school-age children are attending school and receiving needed services
- Assists mothers with the development of healthy, nurturing parenting skills
- Provides one-one-one advocacy with parent on behalf of child and facilitates weekly parenting groups
- Attends residential weekly team meetings for all programs (TPP MLF & TLP)
- Develops relationships with children-related organizations and partners (Birthday Wishes, Childcare Choices of Boston, Child Witness to Violence, etc)
- Provides collaborative supervision to Family Services volunteers
- Ensures Casa Myrna's four childcare spaces are safe, secure and clean
- Ensures children files are maintained accurately and kept up-to-date
- Demonstrates professionalism through interactions and communications with colleagues and external collaborators
- Ensures accurate and timely reporting on all services provided as required by agency protocols

Qualifications and Requirements

- BA or three years experience in child care, counseling, and/or advocacy work
- Experience working with children exhibiting behavioral issues
- Familiarity with issues of domestic violence and its impact on families
- Ability to work collaboratively in an ethnically, linguistically and culturally diverse environment
- Excellent interpersonal, communication, crisis management and problem-solving skills
- Familiarity with community agencies and resources for underserved, at risk children
- Maintains professional boundaries at all times
- Maintains confidentiality regarding program participants
- Ability to speak Spanish required
- Position includes travel within the greater Boston area

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly sits for up to two hours at a time. The employee regularly is required to stand, walk, bend, crouch, climb stairs, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee occasionally lifts and/or moves between 5 to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary: \$36,000 annually

Location: South End, Boston

Casa Myrna Vazquez is an equal opportunity employer committed to workforce diversity

Please submit cover letter and resume to jobs@casamyrna.org