Openings at Safe Space NYC

After School/Out of School Time (OST) (Seasonal)
Safe Space provides summer camps and after-school programs which are designed to provide academic enrichment, teach healthy lifestyles, and instill leadership and civic engagement for low-income students from public elementary and middle schools in underserved communities.

Group Leader
The Group leader will work Part Time during after school hours at one of our schools in Far Rockaway, Queens. The Group Leader will be responsible for providing an assigned group of students assigned with a safe and healthy environment. The Group Leader will supervise the students both at the school, and on field trips. They will also be required to provide homework help and tutoring, prepares reports and logs, and develop and lead age-appropriate, theme-based learning activities in recreational sports, leadership, cultural arts or literacy. A High School Diploma (or GED) is required, along with 1-2 years of prior experience working with school-aged children, grades 6-12, and preferably Dance experience. Ideal candidates will have excellent interpersonal and conflict resolution skills, a positive attitude and professional demeanor. Positions are available at PS 30 (Jamaica), and Kappa VI Middle School (Far Rockaway).

Activity Specialist
The Activity Specialist will work Part Time during after school hours at one of our schools in Far Rockaway, Queens. The Activity Specialist will supervise an assigned group of students both at the school, and on field trips, and will be responsible for providing a safe and healthy environment for the youth. The Specialist will develop a broad range of structured, age appropriate recreational and cultural enrichment life activities for the students, including designing facilitating, and implementing a creative drama/dance curriculum. They will also provide homework help and tutoring, prepare students for end of year performances, submit lesson plans and prepare reports/logs. A Bachelor's Degree or two years of college course work is required, plus 2 years of relevant work experience in an after-school program. Qualified applicants will have experience working with youth, grades K-12, preferably in a racially, ethnically, and socio-economically diverse urban community. Ideal candidates will have excellent judgment, with strong communication and organizational skills. Applicants should possess the ability to engage and lead youth in small group activities in an area of specialty, and must be an excellent all-around mentor/positive role model, with the ability to work on a team in a variety of environments. Positions are currently available in Far Rockaway at PS 104.

Community Health Services
Outreach and education health related programs that addresses two of the most critical issues facing the Southeast Queens community providing Hope & Care HIV/AIDS Services and Comprehensive Adolescent Pregnancy Prevention (CAPP Program)

MSM Outreach Worker
The Outreach Worker will work Part Time at The Space Youth Center, conducting intensive outreach, facilitating groups and providing support to the LGBTQ youth programs, with particular focus on young MSM's of Color. Responsibilities include: recruiting participants; community outreach; co-facilitating curriculum-based and open support groups; community presentation on various health-related and LGBTQ topics; attending community health fairs and other events; maintaining up-to-date linkage agreements; and various administrative duties, such as including maintaining sign-in sheets and data entry. A High School Diploma or GED is required, plus experience facilitating groups, working with adolescents and the LGBTQ
community. Qualified candidates will have strong presentation, writing, social and interpersonal skills; knowledge of HIV/AIDS and STI/STDs; and a sensitivity to cultural, ethnic and gender orientation differences. **This is a Part Time position in Jamaica, Queens.**

**Family Support Services & MST**

The trained Social Work Specialists in this program provide clinical services and interventions to all referrals from community-based organizations, and anyone else in need.

**MST Therapist**

The MST will work Full Time in Jamaica, Queens, maintaining a full caseload of clients. The MST will be responsible for providing therapy and support services, as well as assessments and referrals. They will complete treatment plans and progress notes, and attend case conferences, trainings, meetings and supervisions. A Master’s Degree is required, preferably in Social Work. Candidates should have prior experience working with CONNECTIONS and PROMIS, plus previous clinical experience. Spanish speaking candidates preferred.

**Family Treatment and Rehabilitation (FTR) Preventive**

Providing services in Far Rockaway and Ozone Park, the FTR Preventive team performs intensive intervention by working with families struggling with substance abuse and mental health needs, to prevent foster care placement by conducting home visits, and providing family support services and counseling.

**Case Planner (FTR)**

Under the supervision of the FTR Supervisor, the Case Planner will work Full Time in Queens, managing cases, and providing service needs as in accordance with ACS and Safe Space policies and standards. The Case Planner will be responsible for the timely submission of all paperwork, including the completion of intakes and progress notes. They will develop resources for social services referrals, and for assessing, coordinating and evaluating any necessary preventive services, while providing family and group counseling. A Bachelors degree in Social Work is required; a Masters Degree is preferred. Ideal candidates should have 2-3 years of experience in child welfare, along with knowledge extensive knowledge of PROMIS/CONNECTIONS. Candidates who speak Spanish, Creole or French are strongly preferred. **A position is currently available in Liberty, Queens.**

**General Preventive**

Providing services in Far Rockaway, Jamaica, and Ozone Park, the GP team works with at-risk families to prevent foster care placement and strengthen family functioning and support systems by conducting home visits, providing case management and counseling.

**Case Planner (GP)**

Under the supervision of the Unit Supervisor, the Case Planner will work Full Time in Queens, managing cases and providing service needs in accordance with ACS and Safe Space policy and standards. The Bilingual Case Planner will be required to coordinate case management, referral, and advocacy services, including assessing, coordinating and evaluating any necessary preventive services. The Case Planner will also be responsible for providing individual, family and group counseling, as well as performing weekly home visits. A Bachelors Degree in Social Work is required; a Masters degree is preferred. Qualified applicant should have 2-3 years of experience in child welfare, with an extensive knowledge of PROMIS/CONNECTIONS. Candidates should have a flexible schedule. **Positions are currently available in Far Rockaway.**

**Outreach Worker (Family Support Services)**

The Outreach Worker will work Full Time with the General Preventive team to connect with community organizations to recruit participants for the Family Support Service program at Sheltering Arms/ Safe Space. The Outreach Worker provides program promotion with the main goal of recruiting clients, conducting street
outreach; distribution of preventive materials; representing the preventive programs at community health fairs and related events. They will receive trainings to learn how to use enhanced outreach strategies to reach those who may be at risk of excess stressors that may lead to abuse or neglect of child/ren, substance use, domestic violence and other life issues causing the need for supportive Preventive services. Responsibilities include conduct monthly outreach activities (schools, hospitals, daycare, parks, ACS Borough offices and other local community based organizations) that educate and heighten awareness of Sheltering Arms/Safe Space preventive programs and services offered; conduct outreach with individuals, groups, and community organizations to educate and inform about FSS services and participate in community forums, networks, and coalitions on behalf of the FSS programs. Other responsibilities include: track and document outreach activities to FSS Division Director and Site Admins; maintain logs/binders of monthly outreach data and canvass community settings to target prospective clients at various community based organizations. A Bachelor’s Degree and two years of experience in child welfare and family services is required. Child welfare practice experience a plus; thorough working knowledge of ACS preventive services system. Applicants must be Bilingual in Spanish, Bengali, Hindi, etc. The position is based out of the Jamaica, Queens; however the Outreach Worker will be required to travel to different locations in Queens.

Cure Violence Program
The Cure Violence Program is a community-based gun violence prevention program in Far Rockaway, Queens that aims to reduce and prevent shootings through the use of public health strategies. The program is a replication of the evidence-based Cure Violence model, and works to prevent gun violence by mediating conflicts; changing the thinking of at-risk individuals; and promoting a community-wide message that shooting is unacceptable behavior.

Violence Interrupter
The Violence Interrupter will work independently or as a team to prevent neighborhood shootings and killings in the Far Rockaway community. Violence Interrupters will provide conflict mediation services, and serve as conduits to the program’s Outreach Workers. Responsibilities include, but are not limited to: Intervening in circumstances in which gun violence is likely; identifying/assisting high-risk youth; discovering causes of shootings/killings in order to assist in mediating situations and preventing retaliation, including working with the community and outreach programs; forming relationships with the highest risk people in the community; talking to residents in the area, and conducting community outreach to build strong relationships with youth, residents, businesses, and community groups; organizing responses to shootings, and increasing visibility when shootings/killings take place; working with community partners to identify and diffuse “hot spots” for shootings and violence; documenting all contacts with high-risk individuals, shootings and other acts of violence that are prevented; responding to shootings in other communities when necessary; distributing public education materials to targeted audience, as well as information about community events and important resources; attending/facilitating community events and shooting responses; attending weekly staff meetings and other team meetings as required. A High School Diploma is required, plus in-depth knowledge of the community. Candidates should have experience working with high-risk youth and gang members, and should reside within the target area. This is a position based out of the Far Rockaway, Queens community.

ARCHES
The ARCHES program works with youth, ages 16-24, who are currently on probation, providing support through mentoring, and group sessions utilizing an interactive journalism curriculum.

Lead Mentor
The Lead Mentor will work Part Time in Queens, facilitating groups of 20, assessing the group's progress, and ensuring the quality implementation of the Interactive Journaling curriculum. The Lead Mentor will be responsible for facilitating group and attending weekly meetings, including meetings with 4 designated mentees; providing emotional support, guidance, and advice to mentees at all times via phone, and assisting mentees in areas of personal development and growth; completing all progress notes and other assessments,
providing updates and communicating client needs to the Program Coordinator; and administrating data collection instruments. Other responsibilities include: taking attendance and distributing metro cards; providing referrals; and attending initial/ongoing training and other assistance/professional development activities. A Bachelor’s Degree is required, plus prior experience facilitating youth groups. Qualified applicants with have additional prior experience/training with positive youth development principles, cognitive-behavioral techniques, and/or motivational interviewing; as well as experience working with youth of color, runaway, homeless, or at-risk youth, or youth involved with the justice system. Ideal candidates will be familiar with the Jamaica community and its resources. **This is a Part Time position, 15 hours per week in Jamaica and Far Rockaway, Queens. Candidates should have open availability in general.**

**Mentor**
The Mentor will work Part Time in Queens, acting as a direct connection for the participants in the ARCHES program. Under the Project Coordinator, the Mentor will provide support to participants in groups, individually, and on the phone, conduct meetings to address goal setting, life skills, social and emotional development, personal and family relationships, etc., and for encouraging improved attitudes and behaviors. The Mentor will also be responsible for completing weekly progress notes, biweekly coaching, administering data collection instruments, taking attendance, identifying and assisting with referrals to other services, and attending initial and ongoing trainings, and other technical assistance, or professional development activities. A High School Diploma (or GED) is required, along with prior experience working with local or court-involved youth, and firsthand knowledge of the justice system. The ideal candidate will have significant experience with the Jamaica community, and experience with positive youth development, and cognitive behavioral therapies. **Part Time positions are available for 12 hours per week in Jamaica and Far Rockaway, Queens. Candidates should have open availability in general.**

**Residential**
This program operates two, 12-bed Transition Living Facilities in our Youth Services Program, providing support to at-risk homeless and runaway youth, ages 16-21, teaching them skills to achieve long-term independence, stability, and economic self-sufficiency in preparation for living independently on their own.

**Youth Counselor**
The Youth Counselor provides support and encouragement to the young adult residents living in the Residential Home on Shore Avenue in Queens. The Youth Counselor will implement a structured environment, provide skill building workshops to enhance independent living skills, and will be responsible for the oversight of the residents and the home. Other responsibilities include maintaining a logbook, performing regular floor/room checks, and attending necessary meetings/trainings, and light admin duties. A High School Diploma or GED is required, with 1-2 years of prior experience working with youth preferred. The ideal candidate will have the ability to handle crisis situations with minimum supervision, exhibit excellent interpersonal, communication and time management skills, and have the ability to perform well on a team. **Part Time and Per Diem positions are available in Jamaica for candidates with flexible schedules, Monday-Friday and Weekends.**

Openings at Sheltering Arms Children and Family Services, Inc.
**Administration/Facilities**

**Receptionist**
The receptionist will work Part Time, Monday-Friday in the Bronx. The Receptionist will direct all incoming calls and maintain the procedures that ensure the productivity of the reception areas of our administrative office location. They will be responsible for meeting and greeting all clients in a professional manner, as well as for monitoring the arrival and departure of all service vendors on site. The Receptionist will also assist with administrative tasks and clerical duties including typing, filing, shredding, etc., and will be responsible for the organizing and maintaining of all incoming mail. A High School Diploma and six months of relevant experience is required for this position along with the ability to travel to the South Bronx daily. Ideal candidates will be Bilingual in English and Spanish, with a flexible schedule, and able to cover other shifts if needed. **This is a Part Time position at our Paul’s House location in the Bronx.**

**Human Resources Generalist (Early Childhood Education)**
The Human Resources Generalist will work Full Time to provide full-cycle HR functionality to the Early Childhood Education Department inclusive of Early Learn Centers, Family Day Care, Therapeutic Nursery, and Early Head Start. They will be responsible for identifying, screening, and interviewing candidates for the Early Childhood Education program. The HR Generalist will maintain an adequate knowledge of open positions, ensures that qualified candidates are sent to hiring managers to interview weekly; network with Educational Directors to understand current needs related to staffing, employee relations, training and support; conducts verifications of credentials, reference checks, employment history and follow ups; coordinates the new hire process for ECE employees (schedules on boarding appointments, process paperwork, schedules fingerprint appointments, identifies and verifies credentials, creates ID cards, etc.). Other responsibilities include; data entry and metrics reporting for ECE, enters new hire information into HRIS in order to store information and process hire onto payroll, clears ECE new hires to begin working, oversees all benefits administration related to Early Childhood Education (inclusive of enrollment, opt-out, 401(k), sends union cards to union representative and/or new cards as needed, enters any changes in salary, status, hours, into CIRS and ensures records are up to date. Other duties that may be assigned. A Bachelors Degree required. 1-2 years of HR experience preferred. Advanced knowledge of MS Office and HRIS is a plus.

**After School Program (Seasonal)**
*Sheltering Arms provides summer camps and after-school programs which are designed to provide academic enrichment, teach healthy lifestyles, and instill leadership and civic engagement for low-income students from public elementary and middle schools in underserved communities.*

**Program Coordinator**
The Program Coordinator will manage all programmatic and fiscal aspects for the after school program at Mott Hall in the Manhattan, including the supervision of part-time program staff and volunteers, as well as program development and quality control. The Program Coordinator will supervise and coordinate on-site OST activities and oversight of attendance, snacks, program space, and policies and procedures of operation that ensure safety and supervision of youth at all times. Other responsibilities include: ensuring that program staff is accountable for providing highly supervised, quality services to youth and their families in a safe and healthy environment effectively manage government contracts including but not limited to: DYCD, 21st Century, OST, provides ongoing training, coaching and guidance to staff, creates, implements, and monitors curriculum as taught by staff, serves as the liaison with the school administration, Sheltering Arms, the Board of Education, and TASC. Other related tasks that may be assigned. A Bachelors Degree in Education, Social Work or related field is required; 3-5 years of relevant program management experience and prior experience with New York City public school system. **A position is available at our Mott Hall (Manhattan) location.**
Group Leader
The Group Leader will supervise the children involved in our after school program, facilitating hands-on activities and trips that support and promote the healthy development of the youth involved in the program, within a safe and wholesome learning environment. Responsibilities include: daily supervision of youth; maintenance of reports, logs, snack count and attendance; creating and implementing theme-based learning activities, (such as ‘al sports, arts, etc.); distribution of lunch/snacks; and the maintenance of all after school areas, materials, and equipment. A High School Diploma is required; a Bachelor’s Degree is preferred. At least 1-2 years of direct experience working with school aged children is also required. Qualified applicants will have excellent interpersonal skills, as well as strong classroom-based management, leadership and conflict resolution skills. They will have a positive attitude and professional demeanor, good ethical and moral character, excellent written and verbal communication skills, and a strong ability to work well on a team. Ideal candidates will be bilingual in Spanish or Creole, and will have flexible availability during after school hours, Monday-Friday, between 2pm – 6pm. Positions are currently available at MS 302, and PS 75 (Bronx), Kappa IV (Harlem), and Mott Hall (Manhattan).

Adolescent Residential Care (ARC):
Sheltering Arms creates a stable community while providing surrogate parenting in two residential homes for foster teens (ages 17-19). Additionally, Sheltering Arms operates three non-secure detention homes for youths and four non-secure placement homes for teenagers (ages 14-17) involved in the juvenile justice system. Within these supervised apartments, teens have the opportunity to practice and prepare for independent living.

Child Care Worker
The Child Care Worker provides supervision and care to the children living in one of our group homes in the Bronx, helping with daily routine, and providing basic care such as health, safety, meals, etc. The Child care Worker will manage the children, provide attention and support to medical issues, educational/vocational needs, casework and clinical appointments, while maintaining a positive peer group culture and creating a warm, safe environment. They will also be responsible for developing healthy, helping relationships with families, coordinating both individual and group activities, logging all reports, and informing the social worker and supervisors of any issues related to children. A High School Diploma or GED is required with prior experience working with children preferred. The ideal candidate will have a strong sensitivity to cultural differences, and possess a strong belief in people’s ability to grow and change. Positions are currently available in the Bronx at Clifford (1 Part Time) and McMurray (1 Full Time; 2 Per Diem).

Youth Specialist I
The Youth Specialist I will work directly with juvenile offenders between the ages of 11-17, who are living in one of our NSD group homes in the Bronx while awaiting court adjudication. Under the supervision of the Site Director and Shift Supervisor, the Youth Specialist I will provide exceptional quality services to the residents, while upholding the rules and principles of the home. Responsibilities of the YS I include; managing their behavior, maintaining their safety and security, and ensuring the continuance of proper hygiene, physical activity, nutrition, wellness, and daily activities. A High School Diploma or GED is required. Ideal candidates will have a valid NYS Driver’s License and prior experience with a group home population. Positions are currently available in the Bronx at New View (1 Per Diem), and Carpenter (1 Full Time).

Youth Specialist II and III
The Youth Specialist II works directly with juvenile offenders between the ages of 11-17, who are serving their sentence in our NSP group homes in the Bronx. Under the supervision of the Site Director and Shift Management, and with the support of fellow staff and Case Planners, the Youth Specialist II will provide exceptional quality services to the residents, including facilitating the daily routine, discipline, and program structure of the home. The Youth Specialist will be responsible for Managing residents’ behavior utilizing the principles of the "Missouri Model," with the end goal teaching the youth to make positive and lasting changes in their behaviors. Other responsibilities will include; driving the youth to and from daily appointments,
maintaining the safety and security of all residents, upholding the rules and principles of the home, and documenting/logging all internal activities of the facilities. An Associate's Degree or at least 60+ college credits toward a degree is required, with a Bachelors Degree required for Youth Specialist III. A Valid NYS Driver's License and a clean driving record are also required. Ideal candidates will have prior experience with a group home population. Positions are currently available in the Bronx at 162nd (1 Per Diem YS 2; 1 Per Diem YS3) and White Plains (1 Per Diem YS2).

Cook (NSD)
The Cook will work Full Time at one of our NSD Group Home in the Bronx, preparing and cooking all meals in accordance with NYC Dept. of Health and NYS OCFS requirements. They will be responsible for maintaining cleanliness in all areas of food handling, developing menus in collaboration with the nutritionist/dietician and residents, as well as the preparation and purchases of food, as based on the menu. The Cook will be required to prepare meals for up to 12 residents daily, including holiday meals for residents and their families. In addition, the Cook will clean up and dispose of garbage after meals, and be responsible for the general maintenance of the cleanliness of the facility and outside grounds. A High School Diploma or GED, along with Food Handler Certification to be obtained within the first week of hire, and 2+ years of experience with food handling is required. Candidates should demonstrate an understanding and ability to follow health codes pertaining to safety and sanitation of the work place and cooking utensils, as well as personal grooming and proper food preparation. Ideal candidates will have the ability to relate to juvenile offenders. A Full Time position is available at New Way NSD in the Bronx.

Developmental Disabilities Services (DDS)
Sheltering Arms operates five residences with day habilitation programming that provide a structured, supportive home in which developmentally disabled men and women live as independently as possible. Service coordination is also provided to help manage the multiple services and supports clients may use.

Residence Manager
The Residence Manager will work Full Time at our IRA DDS Facility in the Bronx, assuming total responsibility for the day-to-day management of the home, including overseeing the safety and security of the site, supervising Direct Care staff, managing staff schedules, and providing hiring recommendations. Other responsibilities include: supervising staff implementations and maintenance of required training programs and daily activity schedules; overseeing the purchasing/maintenance of supplies, including residents’ clothing, personal items, and habilitation equipment; maintaining funds, accounts for each resident’s personal allowance, bankbook, deposits, withdrawals and fiscal records, as well as petty cash for the site; participating in the Interdisciplinary Team, developing and evaluating each resident's individualized care plan; conducting staff trainings, regular meetings, supervisions and scheduling, as well as reviewing logs daily; and proper maintenance of agency vehicles. A Bachelor's Degree is required, plus at least 5 years of experience in community based residential program work, interacting with Mental Retardation or Developmentally Disabled populations. Qualified applicants will management, coordination and supervisory ability. Ideal candidates will be certified in CPR, First Aid, SCIP, and AMAP, with a valid NYS Driver's License. This is a Full Time position at our Sedgwick Avenue IRA (Bronx), and Metro North 1956 ICF (Manhattan) Facilities.

Residential Habilitation Coordinator
The Residential habilitation Coordinator will work to develop and implement person-centered plans, aimed at supporting the needs of the individuals living in the home. The Coordinator will be responsible for developing goals for the clients, monitoring, documenting and reporting progress towards those goals, and communicating with other service agencies to ensure all outcomes are met. Other responsibilities include the timely completion of reports, documentation and assessments, providing training to staff on Residential Habilitation Plans in order to ensure proper implementation and attend any necessary meetings with clients, their families, advocates, agency staff, etc. An Associate’s Degree in Health or Human Services, or other related field is required (Bachelor’s preferred), with 1 year of experience working with individuals with
developmental disabilities, and familiarity with IRA/MR regulations and requirements. The ideal candidate will also have knowledge of community resources, the ability to interact positively with the clients and staff, with strong written and verbal communication skills. This is a Part Time position, 21 hours per week, at our Sedgwick Avenue Residential IRA Facility in the Bronx.

Direct Care Worker
The Direct Care Worker ensures the safety and well-being of adults with developmental disabilities living in our ICF and IRA facilities, located in Bronx and Harlem. By providing consistent and quality comfort, care, training, and support, the DCW empowers our clients to engage in day-to-day activities, including toileting, feeding, showering, dressing, and maintaining health and hygiene. The DCW will also be responsible for bringing our clients out into the community to engage in numerous activities and to help teach them daily living skills. Working as a team, the DCW's will provide a safe and stable space for our clients to stay in, while maintaining accurate logs of daily activities, such as; medication administration, vehicle log books, daily activities, fire drill logs, etc. The DCW will also maintain the order and cleanliness of the group home, by performing duties such as laundry, sweeping, mopping, and dusting. A High School Diploma (or GED), and a valid NYS Driver's license are required. Although training will be provided, candidates with SCIP, AMAP, CPR, and First Aid Trainings are preferred. The ideal candidate will be a team player with a positive attitude and with prior experience working with adults with developmental disabilities. Positions are currently available in the Bronx and Manhattan Residential and Day Hab facilities, for individuals with flexible availability for Mornings, Evenings, and Overnights; Weekdays and Weekends.

Early Childhood Education Services
Sheltering Arms helps children to thrive academically, socially, and physically through center-based and home-based daycare, Universal Pre-K programs, and a therapeutic nursery for special needs children.

Educational Director
The Education Director is responsible for the overall administration and supervision of the total program of day care services to families and children. The Director ensures that the program meets the emotional, physical, intellectual and social needs of the individual children and the overall group. The Director coordinates and oversees all program components, including the intellectual growth of young children, preventative health and social services, nutrition, staff development, community outreach, parent involvement, fiscal management, office and facilities management. Other responsibilities include: staff management and scheduling; maintaining the safety and security of the center; maintaining positive relations with parents; managing all fiscal and administrative duties; recording the behavior and progress of each child; scheduling individual conferences, group, staff and parental meetings; engaging in community outreach and networking; and developing and maintaining ongoing productive communications with the community, stakeholders, parents, and internal professionals. A Masters in Early Childhood Education and NYS Teacher Certification is required, plus 1-2 years of prior management experience, and two years of relevant experience working with children in a group setting. Applicants should show proficiency in Microsoft Office. The ideal candidate will be Bilingual English/Spanish, with First Aid and CPR trainings. Positions are available at our Betances Day Care Center in the Bronx, and Marcy Children's Center in Brooklyn.

Group Teacher
Under the supervision of the Education Director, the Group Teacher will supervise the planning and execution of the program, taking into account the educational, social, developmental and health needs of the children, both as a group and individually. The Group Teacher will be responsible for developing and implementing the program curriculum, supervising the children in all activities in and outside of the classroom, conducting regular group conferences based on daily performance observations, and facilitating parent meetings. A Masters Degree in Early Childhood Education or a Bachelor's Degree in Early Childhood Education with a Masters in progress is required. A New York State Teacher Certification or certification in progress, and two years of prior experience working with children is also required. Candidates who are
Bilingual in English/Mandarin or Spanish are strong preferred. Positions are currently available at the following centers: **Cooper Park (Brooklyn), Lenox (Harlem)**.

**Assistant Teacher**
The Assistant Teacher will work closely with the Group Teacher, planning and executing an education-enriched program, taking into account the educational, social, developmental and health needs of the children as a group and individually. By providing a vast array of support to the classroom, the Assistant Teacher plays an integral role in the education of each child within the classroom. The Assistant Teacher will be responsible for assisting with all activities both on and off site, keeping written records concerning the development of the program and children’s progress, organizing and maintaining the classroom equipment and materials, ensuring that the classroom is safe and free of hazards. The Assistant teacher will also be required to take responsibility of the classroom in the Group Teacher’s absence, and for developing and maintaining a positive working relationship with parents. An Associate’s Degree in Early Childhood Education is required, with a Bachelor’s Degree in Early Childhood Education preferred. Candidates must have completed or be in the process of obtaining their Child Development Associate (CDA) credential. Prior experience working with children is also required. Ideal candidates will have at least 3 years of prior experience in a classroom environment and be Bilingual in English and Spanish. A **position is currently available at Lenox Avenue Day Care (Harlem) and Malcolm X Day Care (Corona, Queens)**.

**Teacher’s Aide**
The Teacher’s Aide will work with the Group Teacher to implement our program, providing daycare for children, and taking into account their educational, social, developmental, and health needs as a group, and as individuals. The Teacher’s Aide will share responsibility with the Assistant Teacher, working within the framework of the classroom, carrying out its functions, policies and procedures, ensuring the environment is safe by removing all hazardous material, assisting the Group Teacher with all classroom activities and outings, participating in group discussions, classroom conferences and parent meetings, writing records concerning the development of the program and children’s progress, and developing and maintaining a positive working relationship with children and parents. A High School Diploma or GED is required, along with prior experience working with children. The ideal candidate will have completed, or be in the process of completing their Child Development Associate (CDA) credential, and be able to work well with a team. Candidates who are Bilingual English/Spanish are preferred. Part Time positions are currently available at the following centers: **Cooper (Brooklyn), Marcy (Brooklyn), Betances (Bronx)**.

**Family Services Worker**
The Family Services Worker conducts outreach and recruitment for children/families for the program; as well works with families currently involved in the program to provide them with community resources, and assisting them with reaching their short/long term goals. Responsibilities include: recruitment for the program and overseeing the eligibility/enrollment of children/families; conducting home visits; transporting families to appointments; advocating for families/providing community resources and referral services; coordinating medical, dental and other community-based services; promoting parental involvement/providing ongoing support; developing/planning enhancement activities for children that will improve their family relationships, and organizing/facilitating parent-child socialization groups/workshops; maintaining accurate case records/completing documentation/reports; participating in staff trainings and meetings. A High School Diploma is required; an Associate’s Degree in Human Services or related field preferred. Candidates should have familiarity with the community and community resources; prior experience with Headstart/Early Learn program, plus experience advocating for families. Applicants must have an extremely flexible schedule and be comfortable working evenings as necessary, as well as traveling throughout NYC; and should be Bilingual English/Spanish or Mandarin or Ibo or Swahili. **This is a full time position based out of our Morningside (Harlem) and Virginia Day (Manhattan) centers.**

**Assistant Bookkeeper**
The Assistant Bookkeeper will work Full Time under the general supervision of Educational Director, providing receptionist and clerical coverage as needed; collecting, monitoring, and processing fees on a weekly basis, and reporting them weekly to the Educational Director; preparing children’s/staff attendance reports and records, vacation and sick leave; typing lists, records, absence notices, late fee notices, permanent equipment requisition, minutes and agenda for staff meetings, evaluations, menus, reports, etc.; and assisting the Educational Director with event planning, including placing any orders for materials or supplies. The Assistant Bookkeeper will also participate in any trainings on all bookkeeping functions related to the center’s operation. A High School Diploma or GED is required, with approved Bookkeeper’s certification strongly preferred. Qualified applicants will have experience with developing and maintaining databases; the ability to do simple business computations; and proficiency utilizing Microsoft Office Suite. Ideal candidates will have experience as a payroll or figure clerk, and will be Bilingual English/Spanish. Full Time positions are currently available at Williamsburg (Brooklyn), and Paul's House (Bronx).

Head Cook
The Cook will work at one of our Day Care sites, overseeing the dietary needs of children by preparing nutritious meals daily in accordance with NYC Dept. of Health and NYS OCFS requirements. They will be responsible for maintaining cleanliness in all areas of food handling, developing menus, as well as the preparation and purchases of food, as based on the menu. The Cook will be required to participate and assist in planning for parent nutrition and consumer education, as well as participating in food related learning activities in the classroom, including introducing new foods to children and other food-related learning experiences. In addition, the Cook will clean up and dispose of garbage after meals, and be responsible for the general maintenance of the cleanliness of the facility and outside grounds. A High School Diploma or GED, along with Food Handler’s Certification, 2+ years of experience with food handling, and First Aid and CPR trainings required. Candidates should demonstrate an understanding and ability to follow health codes pertaining to safety and sanitation of the work place and cooking utensils, as well as personal grooming and proper food preparation. A Full Time position is currently available at our Virginia Day Nursery, on the Lower East Side (Manhattan).

Assistant Cook
The Assistant Cook will work Part time at one of our Day Care Centers, assisting the Cook in overseeing the dietary needs of children by preparing nutritious meals daily in accordance with NYC Dept. of Health and NYS OCFS requirements. They will be responsible for maintaining cleanliness in all areas of food handling, developing menus, as well as assisting with the preparation and purchases of food, as based on the menu. In addition, the Assistant Cook will clean up and dispose of garbage after meals, and be responsible for the general maintenance of the cleanliness of the facility and outside grounds. A High School Diploma or GED, along with Food Handler’s Certification, 2+ years of experience with food handling, and First Aid and CPR trainings required. Candidates should demonstrate an understanding and ability to follow health codes pertaining to safety and sanitation of the work place and cooking utensils, as well as personal grooming and proper food preparation. A part time position (20 hours/wk, 8am-1pm) is available at our Virginia Day site on the Lower East Side.

Foster Care & Adoption
This program provides safe family placements for children and youth removed from unsafe home situations, along with support services for birth and foster families. This year, 370 children have been placed through Sheltering Arms foster care and adoption. Many children are returned to their biological families once issues are safely resolved, while 57 children have been adopted by foster parents during FY12.

Case Planner
The Case Planner will work Full Time, aiming to advance the reunification process and provide services and advocacy to parents and children temporarily separated. The Case Planner will be responsible for meeting the mandates of contract agency and NYS for services performed. Other requirements include; accompanying parents to drug treatment programs, arranging and supervising family visits, maintaining case records
according to city and state guidelines, representing the client and agency in court proceedings, and attending trainings. A BSW/BA Degree is required for this position, along with a strong knowledge of child welfare systems and CONNECTIONS. The ideal candidate will possess a commitment to community work and sensitivity to cultural difference, and should be detailed and organized, with exceptional written/oral communication skills, and be comfortable with the idea of extensive field work. Positions are available in the Bronx and Manhattan.

Health Services Department

Sheltering Arms Medical Clinics provide a comprehensive, high-quality range of pediatric medicine, child psychiatry, child psychology, and dental services for all foster children in our care, primarily to adolescents in the Foster Care Teen Unit.

Physician Assistant (or Pediatric Nurse Practitioner)
The Physician Assistant/Nurse Practitioner will work Full Time under the medical supervision of the Director of Health Services & the Clinic Manager and under the guidance of the Director of Adolescent Residential Care. The Physician Assistant/Nurse Practitioner will provide health services primarily to adolescents who are under the Agency’s care during appointments in the South Bronx clinic and through weekly on-site visits to group homes and/or Passages Academy School. They will travel daily between the clinic in the South Bronx to one of three non-secure placement facilities to provide comprehensive and quality medical services to teens in Foster Care and Juvenile Group Homes located throughout the Bronx. They will be responsible for monitoring; recording and reporting symptoms or changes in patients’ conditions for all health visits; where possible acquire and document new patient’s medical history. Other responsibilities include: maintaining accurate, detailed reports and records particularly those related to medication administration; conducting physical exams: preparing/giving immunizations and medications prescribed, and recording all information including vital signs; facilitating referrals including follow-up afterward, consulting and coordinating with other staff members to assess, plan, implement, or evaluate patient care plans; instruct individuals, families, or other groups on topics such as health education, disease prevention, family planning or childbirth and develop health improvement programs; attend case conference, Team Meetings, and FTC meetings as assigned or needed to provide health related information. Participation in the on-call rotation with 3 other providers (phone coverage only) & working 1 weekend day is required. Current and valid New York State PA or NP licensure & certification and Bachelor’s Degree is required; two or more years experience working in pediatrics; prior work with adolescents and/or detention populations heavily preferred; excellent written and verbal communication skills; Spanish-speaking a plus; knowledge of or experience in foster care. Certified to perform pre- and post-test HIV counseling. Valid NYS Driver’s License also required. This is a Full Time position.