

Site Coordinator

The YWCA of White Plains & Central Westchester is currently seeking a full time Site Coordinator. The Site coordinator is responsible for assisting the program director in overseeing supervised visits and providing a safe, secure environment, physically and emotionally for children when visiting with non-custodial parents at the YWCA White Plains main facility or other agreed-upon sites.

Key Responsibilities:

- Is responsible for directing the program in Yonkers and in White Plains in the absence of the director including assisting monitors in transporting children and providing monitors and parents with items necessary for visits.
- Oversee security presence during visiting periods.
- Meet regularly with custodial and non-custodial parents to discuss participation in program and adherence to ground rules.
- Assist in program intakes and assessments including those for Spanish speaking clients.
- Assist in scheduling visits with custodial and non-custodial parents and arranging transportation (for those custodial parents in need)
- Assist in maintaining accurate and complete case records for all referrals.
- Gathers monthly and annual program statistics
- Conduct supervised visits between non-custodial parents and their children.
- Assists parents/guardians in the event of a crisis.
- Assist in recruiting, training and supervision of interns and volunteers as they provide individual supervision and observation for non-custodial parent's visit with his/her child(ren).
- Translates forms and letters into Spanish
- Participate in required on-going training
- Attend meetings as required by Director
- Other duties as assigned.

Qualifications: Must possess ability to read, speak, and write in Spanish.

Education: BSW or other relevant degree.

Experience: At least 4 years' experience working in the social service field. Training and experience in domestic violence, chemical dependency and mental health issues preferred.

Knowledge/Skills/Abilities:

- Ability to uphold organizational values; treat people with respect; work with integrity; AND maintain confidentiality

- Good writing, verbal and observation skills a must.
- Comfortable and patient with children.
- Willingness to intervene during visit when necessary and able to remain neutral.
- Responsible, consistent and committed to the mission of the YWCA and the Visitation Center.

Expectations:

- Proper boundaries with the clients must be maintained. This includes not accepting or giving gifts, favors, special privileges, or entering a personal relationship.
- It is expected that staff will avoid receiving personal calls and visitors.

Employee Type & Benefit:

- Full Time Position (35 Hours weekly)
- Salary: \$19.00 per hour
- Benefits: Full Benefit Package

Mission Statement:

The YWCA of White Plains and Central Westchester is a dynamic organization whose mission is to eliminate racism and empower women. Each week over 4,000 women, children and their families are served through our child care, nursery school, after-school, and summer camp, athletic and mission-based programs. In addition, the YWCA provides homes for 193 low-income women at our Residence.

Please email resume with cover letter to: aracca@ywcawpcw.org

The YWCA is an Equal Opportunity Employer/AA Employer