



## Emma Norton Services Job Description

Title: **Out of School Time Specialist**  
Status: **exempt, 40 hours per week**  
Location: **Maplewood, Minnesota**  
Supervisor: **Family Program Manager**  
Direct Reports: **none**  
Compensation: **starts at \$32,000**

### Organization

Emma Norton Services works with women, children, and families who are homeless and have the added challenges of mental illness, chemical dependency, or both. Emma Norton Services provides safe, permanent housing combined with programs and support services, providing an environment where victory over homelessness, mental illness, and chemical dependency becomes a possibility.

### Purpose

The Out of School Time Specialist is responsible for direct service implementation of afterschool and summer programming to maximize the social/academy progress and well-being of youth at Emma's Place. This position primarily oversees and implements the programming specifics to youth in grades three through 12, serving as a backup resource to grades kindergarten through second.

### Responsibilities

1. Direct Services to Youth
  - Plans and provides effective school year and summer academic and social programming and support incorporating individual and group strategies to develop lesson plans and skill development exercise for school-age children
  - Develops age appropriate skills, activities, experiences and volunteer opportunities for youth to enhance social adjustment
  - Responsible for overall condition of classroom, eating areas and program space used
  - Attend out of school time events and functions including family nights and student organized events
  - Develop schedule and logistics of program components delivered by volunteers and community partners and manage relationship with local elementary and junior high schools
  
2. Works collaboratively with parents to assist with their children's health and well-being, as well as educational and social success
  - Facilitates interaction with school personnel and processes for increased parent engagement
  - Communicates regularly with parents to discuss their children's progress and needs, encouraging parent participation in activities and events to promote healthy relationships
  - Engages with fellow team members regarding youth programming, making



recommendations for improvement

3. Function as a team member
  - Follows through with own job responsibilities and assignments
  - Engages in constructive problem solving and conflict resolution, assists other team members in doing the same
  - Provides information needed by other team members in a timely and effective manner
  - Offers assistance to team members as needed
  - Willing to give and receive feedback to and from team members
  - Takes direction from supervisor or manager, and accepts and implements team decisions as made
  
4. Other duties
  - Participates in staff and team meetings
  - Promotes community awareness of Emma Norton Services
  - Attends community meetings as relevant and necessary
  - Maintains knowledge and expertise in areas related to child development, children's mental health, primary education, and the special needs of children who have experienced homelessness, poverty, and other trauma
  - Participates in agency efforts to promote a mutually respecting, multicultural environment and participates in training opportunities related to economic, racial and cultural diversity as requested
  - Complete and maintain up-to-date knowledge and expertise in areas related to job duties including the completion of HIPAA and Vulnerable Adult training within the first 7 days of hire
  - Performs other duties as apparent or assigned

#### Requirements

1. A relevant course of study in child development/education and a minimum of one year of experience working with children in structured, goal oriented settings
2. Knowledge of child development, emotional-behavioral disorders, learning disabilities, mental illness, chemical dependency, and challenges related to poverty and homelessness and experience delivering services to adults, youth or families who have experiences mental illness, alcohol or drug addiction, domestic violence, homelessness or other trauma under evidence based practices of Harm Reduction and Housing First
3. Ability to undergo and pass a background study as detailed in Minnesota Statute 144.057 and Chapter 245C
4. Knowledgeable about community resources
5. Experience and high level of proficiency using Microsoft Office
6. Able to interact with people in a manner which shows sensitivity, respect, and professionalism
7. Ability to communicate effectively orally and in writing
8. Able to exercise good judgement and problem solving in a variety of circumstances
9. Able to maintain professional boundaries



- 10. Moderate physical effort, with intermittent lifting or carrying limited to no more than 50 pounds
- 11. Duties may require physical ability to climb stairs
- 12. Duties require extended use of a keyboard
- 13. Ability to work until own initiative in a fast-paced environment, where interruptions are frequent and the ability to multi-task and set priorities are necessary

Employee and Management Review

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date