

VOICES OF HOPE

Job Title: Children’s Services Coordinator

Reports to: Associate Executive Director

Positions Supervised: Parent/Child Advocate, Family Advocate, Children’s Services Staff

Status: Full-time, salary, exempt.

Salary: $21-$24/hour

Direct Service Provision

* Share responsibility with other advocates for crisis line and walk-in advocacy
* Participate in a rotation of 24-hour staff-on-call coverage including overnights, weekends and holidays
* Provide crisis intervention and advocacy with individual clients
* Facilitate children/youth groups
* Facilitate educational groups

Coordination

* Participate in collaboration meetings and case reviews with child welfare and Juvenile Court
* Coordinate with child welfare, Juvenile Court and family serving services
* Supervise the organization and maintenance of Children’s program
* Respond to and coordinate requests for information from clients and professionals in the community as it relates to Children’s Services
* Oversee Children’s Services documentation

Training/Supervision

* Provide supervision for Parent/Child Advocate, Family Advocate, and Children’s Services Staff
* Provide continued education and resources to staff as it relates to Children’s Services including parenting, child development, trauma and child welfare information.

Volunteers

* Assist in providing volunteer training sessions
* Support volunteers with Children’s Services needs

Statistics/Administrative Documentation

* Collect data and compile monthly reports
* Maintain files for children’s services
* Maintain client records on own individual clients

Special Projects

* Maintain and schedule holiday giving for families

Agency Citizenship

* Attend weekly staff, case review, and staff development meetings
* Acknowledge and abide by the rules, policies, and procedures of Voices of Hope
* Perform other duties as assigned

**QUALIFICATION**: The candidate must have a passion for working with survivors of relationship violence and promoting social change. The ideal candidate will have experience working with child welfare, facilitating adult and children’s groups and education in child development and trauma. The ideal candidate will have also received education in human services, social work, counseling, criminal justice or a related field or have equivalent experience working with adult and child survivors of relationship violence. Voices of Hope strongly encourages candidates with lived experience as well as people from underrepresented groups to apply. Please reach out if you need accommodation to apply. **Bilingual (English and Spanish) preferred.**

**TO APPLY**: Submit a cover letter, resume, and three references to: Voices of Hope, 2545 N St., Lincoln, NE 68510. ATTN: Children’s Services Coordinator Selection Committee. Or email application items to vohadmin@voicesofhopelincoln.org. Applications will be reviewed through June 23rd, 2025 Position will be opened until filled.

**EQUAL OPPORTUNITY EMPLOYER:** Voices of Hope is proud of our staff members and their passion for helping victims of domestic violence and sexual assault. We do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, disability, or any other federal, state, or local protected class.