**Center for Child Protection**

**Job Description**

**Job Title: Bilingual Program Specialist**

**Supervisor: Director of Program Services**

**Job Summary:** The Bilingual Program Specialist is responsible for providing trauma informed supervision and support for children and families receiving services at the Center for Child Protection. Additionally, this position is responsible for program related projects including, but not limited to, maintenance of the Kids Closet, Project Graduation, and Birthday Boxes.

**Minimum Qualifications:**

* Bachelor’s degree or equivalent experience, with a focus in behavioral science
* 3 years’ experience in social services
* Experience with childcare
* Strong, positive, interpersonal skills
* Ability to have a flexible schedule

**Job Tasks:**

1. Provides supervision for children and families during their scheduled appointments at the main and Lakeway locations
2. Maintains a safe, comfortable, and engaging environment for clients in Program
3. Maintains program readiness
4. Performs data entry, as needed
5. Communicates with clinical and forensic interview staff regarding shared clients

1. Supports training for interns and volunteers, as needed
2. Provides assistance with shopping for emergency funds and items for the Kid's Closet
3. Coordinates special projects including creating parent packets, preparing group folders, organizing the Kid’s Closet, and planning for Project Graduation
4. Assists with front desk coverage, as needed
5. Assists with locally sponsored trainings
6. Maintains a comprehensive knowledge of the mission, core values and vision of the organization and the children’s advocacy model.
7. Attends monthly staff meetings and other community meetings as assigned.
8. Performs other duties as assigned.

**FLSA Status:** Non-Exempt

**Physical Requirements:**

|  |  |
| --- | --- |
| Reaching | Occasionally |
| Handling | Occasionally |
| Talking | Frequently |
| Hearing | Frequently |
| Near Acuity | Frequently |
| Vision Accommodation | Occasionally |
| Color Vision | Occasionally |
| Field of Vision | Occasionally |

**Strength:** Light Work-Lift up to 20 pounds occasionally

**Environmental Conditions:**

Noise: 3-Moderate

**Work Situations:**

Dealing with people

Making Judgments/Decisions

**Equal Opportunity Employer**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as required by their supervisor. This position is an in-person service that requires the employee to be on-site and have direct contact with children, families, staff, and CPT members.

CACTX guidelines designate Children’s Advocacy Centers as essential employers.