



JOB DESCRIPTION & SPECIFICATIONS

JOB TITLE: Teen Program Coordinator, The Children's Center – Bedford Hills and Taconic Correctional Facilities

SCHEDULE: 25 hours/week average; According to the needs of the program, including evenings and occasional weekends.

REPORTS TO : Program Director, Children's Center at the Bedford Hills Correctional Facility

STATUS: Part-time, Exempt

Statement of the Job

The Teen Program Coordinator is responsible for all aspects of the Teen Program, which serves children from 8-18 years old, whose mothers are incarcerated at the Bedford Hills Correctional Facility, NYS' only maximum security prison for women. The program components include regular visitation, parenting education, enrichment and advocacy.

Duties and Responsibilities

- Manage the Teen enrollment by maximizing the number of children who have access to the program and its components.
- Plan, coordinate and oversee all aspects of program's visitation component:
 - Collaborate with Transportation Coordinator to coordinate transportation logistics
 - Collaborate with Playroom Supervisor to plan and execute all activities
 - Complete all paperwork required by DOCCS in a timely manner
 - Outreach to local volunteers and vendors to plan meals and follow up accordingly

- Identify and coordinate mother/child enrichment opportunities for participants to take place during visits
- Support the “Mothers of Adolescents” parenting class (mandatory for all program participants) and periodically update the existing curriculum.
- Design curriculum and agendas for the weekly community mothers meeting and co-facilitate those meetings with Children Center social worker.
 - Coordinate enrichment opportunities for participant mothers, including guest speakers or educational sessions
- Meet with the social worker for regular check-ins and to plan collaboratively to support the families in the program.
 - Review any ongoing issues with participating mothers and or children and discuss what services, if any are needed.
- Provide advocacy phone calls at Bedford Hills and Taconic Correctional Facilities for Teen Mothers to establish and maintain contact with their children's guardians, schools and supportive community agencies as needed.
- Identify, plan and attend outside enrichment activities for Teen participants that are age-appropriate, reasonably priced and aligned with program goals.
- Maintain thorough records of program participants and activities; provide program data to the Program Director for monthly, quarterly yearly and reports from Grantees in a timely fashion, as requested by the Program Director.
- Oversee admission and discharge from the program when required, in consultation with the Program Director.
- Work cooperatively and effectively as part of a multi-disciplinary team, which includes but is not limited to the Program Director, Children Center Social Worker, Playroom Supervisor and Parenting Education Specialist.
- Attend all mandatory DOCCS trainings, including orientation refresher, when required. Full compliance with all DOCCS requirements and directives.
- Participate in team meetings and individual supervision sessions.
- Other duties as assigned.

Specifications for Education

- BA or BS degree

Specifications for Experience and Training

- Strong interpersonal skills
- Social work experienced preferred, but not required
- Strong organizational skills
- Experience with adolescents
- Willingness to work collaboratively and using a team approach

Specifications for Physical Requirements

- Comfort working in a maximum-security prison setting
- Flexibility to work weekends and evenings, as needed
- Flexibility to make occasional day-trips (home visits, attend events etc.)