**Housing Solutions of Northern Arizona**

**Job Description**

**Position Title:** Sharon Manor Children’s Program Assistant

**Employment Details:** Part-time – Approx 6 hrs/wk

Tuesday & Wednesday 5 p.m. to 8 p.m.

Non-Exempt Position

Starting Wages – Minimum wage

Not benefit eligible

**Job Location:** Sharon Manor

Confidential Address

Flagstaff, AZ 86004

**Housing Solutions of Northern Arizona History:**

Housing Solutions of Northern Arizona, Inc., is a local 501(c)3 nonprofit organization whose mission is to build opportunity for sustainable, affordable housing in northern Arizona. Founded in 1990, as the Affordable Housing Coalition and previously known as BOTHANDS, the organization’s main programs include housing counseling, construction of affordable housing and Sharon Manor, a transitional housing facility for homeless survivors of domestic violence. The Mission of Housing Solutions of Northern Arizona is to build opportunity for sustainable affordable housing in Northern Arizona.

**Housing Solutions of Northern Arizona’s Non-Discrimination Policy:**

Housing Solutions of Northern Arizona, Inc. is an equal opportunity employer and provides equal employment opportunities to otherwise qualified individuals without regard to age, race, color, gender, sex, pregnancy, sexual orientation, ethnicity, national origin, religion, marital or familial status, disability, or veteran status. The practice of non-discrimination applies to all employees, volunteers, applicants for employment and applicants for volunteer opportunities, and to all terms and conditions of employment.

**Summary:**

The Children's Program assistant will work directly with the Sharon Manor Children’s Program Coordinator to assist with the children’s group, as well as periodic special events. The children’s group meets on Tuesday and Wednesday evenings from 5:00 to 8:00. The assistant will interact with the children in group, helping them with basic needs and engaging with them in crafting, playing, eating dinner, etc. The children who attend group are residents of Sharon Manor from 0 to age 18.

**Essential Duties and Responsibilities:**

* Attend the children’s program on a schedule determined by the Children’s program Coordinator.
* Arrive by 5:00pm on group days to help set up group activities for children.
* Supervise children in the program to ensure safety.
* Help with clean-up after group.
* Assist with special events and or fieldtrips as appropriate.
* Diaper and feed children as needed.
* Be a good role model for the children.

**Minimum Qualifications:**

A successful candidate must have prior experience working with children and be able to pass a criminal background check and employment background check. Must be able to obtain a valid Arizona Department of Public Safety Fingerprint Clearance Card within 6 weeks of hire. Must be able to pass DES and criminal background check to determine suitability to work with at-risk populations.

Successful candidate will have a minimum of 6 months’ experience working with children in a caregiving role.

**Preferred Qualifications:**

Bilingual in Spanish

Experience in housing or nonprofit organization