

**CATHOLIC SOCIAL SERVICES
SUPPORTIVE FAMILY SERVICES
JOB DESCRIPTION**

TITLE: Enrichment Manager
PROGRAM: Supportive Family Services
SUPERVISED BY: Senior Director
STATUS: Full-time (exempt)
UPDATED: 5/16/2023

JOB SUMMARY: This position is responsible for planning, implementing, and evaluating family enrichment services using 2Gen and Healthy Outcomes for Positive Experiences (HOPE) models for families experiencing homelessness. This position is focused on whole family enrichment with an emphasis on youth. The Enrichment Manager collaborates with other Catholic Social Services staff, community agencies, and volunteers, to vision, plan, and implement enrichment services that emphasize the power of healthy relationships, improve empathy, foster trust, and reinforce respect for human dignity.

Competencies: Must possess critical thinking skills and have the ability to assess program operations and environment through the lens of child development, healthy families, and trauma informed care. Ability to model use of a trauma informed approach. Must be able to maintain program/guest/agency confidentiality and treat everyone with dignity and respect. Excellent interpersonal skills: compassion is a must. Demonstrate dependability, maturity, and initiative. Ability to gather information and assess client situation rapidly and accurately. Flexibility to deal effectively with a variety of people, situations, problems, and changes. Ability to establish and maintain professional boundaries. Ability to model cooperation and professionalism with other CSS staff and colleagues in the community.

Education/Experience: High school diploma required. Two years' work experience or education in the field of child development, required. One year supervision required. Experience managing volunteers and implementing enrichment activities for youth.

Skills: Excellent communication skills are required. Must possess excellent communication and organizational skills. Valid AK driver's license is required. Must be proficient in basic Office applications such as Word, Excel etc.

DUTIES & RESPONSIBILITIES:

1. Plan, implement, and evaluate enrichment activities for families residing at Clare House emergency shelter or receiving Supportive Family Service housing stability case management services.
2. Solicit and incorporate participant feedback for activity planning and implementation.
3. Work closely with program leadership to make environmental modifications to best foster an environment that supports a HOPE and 2Gen model.
4. Assist families with accessing external enrichment services.

5. Work closely with agency community engagement manager for volunteer recruitment, training, management, and supervision.
6. Supervise Enrichment Specialist positions.
7. Provide direct service to youth in a group setting as needed.
8. Must have valid AK driver's license; must have own insured vehicle; flexibility to work varying hours and days of the week.
9. Obtain HOPE facilitator certification within 12 months of hire.
10. Provide coaching and training to colleagues on evidence-based service delivery related to HOPE, 2Gen, child development, and other relevant topics.
11. Complete applicable grant activities and reporting.
12. Monitor project budget.
13. Other related tasks as assigned by supervisor.

Training Requirements: Agency and department orientation; First aid/CPR; de-escalation techniques; blood borne pathogens and any other updated training, as required. Attend continuing education classes as needed. Attend all staff meetings and in service training as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____