



JOB DESCRIPTION

Children's Village Staff
Child and Family Advocate(s)
Jacmel, Haiti

Reports to:

Children's Village Director(s)

Works Closely With:

Circle of Care Team in Haiti

Primary Objectives:

1. Work with Children's Village Director(s) and the Circle of Care team to fulfill the vision and mission of Hands and Feet Project.
2. Assist in all areas of Circle of Care helping provide holistic care for the orphaned and vulnerable children being served by Hands and Feet Project.
3. Help create a culture of Love, Honesty, Responsibility, and Obedience in all areas of Children's Village operations.

RESPONSIBILITIES

Staff Support

- Understand and support the implementation of Hands and Feet Project's Standard Operating Procedures and Standards of Care.
- Cover all responsibilities of Children's Village Director(s) in their absence, time off or furlough.
- Contribute to the daily aspects of Children's Village operations including office culture, office hours, problem solving with staff and children, team calendar and other administrative responsibilities.

Other Hands and Feet Project Team Member responsibilities:

- The Child and Family Advocates will participate in regular meetings and communication as set forth by the Children's Village Director(s).
- Every team member shall be responsive to the spiritual, personal, and work needs of other Hands and Feet Project missionaries.
- To the best of every team member's abilities, they will contribute to the overall cultural and spiritual health of the Hands and Feet Project organization.

REQUIREMENTS

The Children's Village Staff must...

Be highly organized, have good communication skills and able to pay great attention to detail.

Be able to develop and maintain a team of ministry partners that fully fund the position.

Steward all Hands and Feet Project resources (facility, tools, financial resources, vehicles, etc.).

Have a positive attitude and be devoted to the overall goals of Hands and Feet Project.

Have the ability to be responsible for a team, children, and or supporting staff.

Have the desire to serve and support others.

Be effective in their time management.

Have language ability (English, French and Creole).

Be teachable.

Adhere to and share the Hands and Feet Project Statement of Faith, Cultural Values, and Standards of a Staff Member.

Operate with basic competency in Asana (training available), Excel, Microsoft Office, and Google Apps.

Have ability to work on a team as a leader and/or a support staff.

Most importantly, all Children's Village staff must be mature in their Christian faith, passionate about the discipleship and training of Haitian employees and committed to contributing to the transformational experiences of the children we serve.

This job description is intended to convey essential information about the scope and requirements of the position. It is not intended to be an exhaustive list of qualifications, skills, duties or responsibilities associated with the role. Staff may be assigned tasks other than those specifically listed in this description in order to further the goals of the role or of the organization.