

# **JOB OPENING - Haven House Inc.**

## **Children's Assistant**

Nonprofit domestic violence services agency

Haven House, Inc., which provides domestic violence services and shelter for all of Sandoval County, is seeking motivated, dedicated individuals for Children's Assistants, 20 hours per week, to work with Children to provide, coordinate, and document direct client services.

Requirements: High school diploma/GED plus relevant experience. Must be extremely reliable and possess excellent staff-client professional boundaries. Must possess current New Mexico Driver's license and be able to pass a background check.

Job duties: Children's Assistants work primarily with child clients who stay in shelter. Assist Children with activities and groups to foster healing (homework assistance, craft activities and childcare). Provide transportation for clients as needed in Haven House assigned vehicles. Carefully record and document all client services in standard formats. Also may be assigned other duties appropriate for employee's particular strengths and interests. Bilingual and previous domestic violence experience a plus.

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Compensation DOE

Haven House will provide domestic violence training.

***Please send resume and letter of interest  
by email to [roberta@havenhouseinc.org](mailto:roberta@havenhouseinc.org)***

***Due to our current work volume, we cannot take or return phone calls related to this ad.***

**INTERVIEWS WILL BEGIN IMMEDIATELY.**

**Haven House is an equal opportunity employer.**