



## POSITION DESCRIPTION

### POSITION: Childcare Specialist

**STATUS:** ☒ Full Time ☐ Part Time ☐ Exempt ☒ Non-Exempt

*Join our dynamic and dedicated team to help provide a safe, compassionate, healing environment for children who have been a victim or witnessed a crime. Our Childcare Specialist helps uphold our values of Collaboration, Excellence, and Impact by providing a safe and comfortable environment in which children and youth can learn social and adaptive skills.*

**FUNCTION:** Reporting to the Advocacy Program Coordinator, The Childcare Specialist is responsible for assisting the Advocates by providing direct support to child victims. The Childcare Specialist is responsible for implementing structured and unstructured activities for play, while meeting any immediate needs, such as food or clothing. This position seeks someone with a passion and interest in helping children to have a positive experience and smooth transition while at the Center.

### PRIMARY DUTIES AND RESPONSIBILITIES:

Responsible for providing direct support for children and youth:

- Plan and arrange the lobby, teen room, and designated play areas;
- Provide a safe and fun learning environment for young children and youth;
- Ensure all designated areas are kept clean and tidy;
- Provide careful supervision with an eye to safety;
- Implement developmentally appropriate activities that advance coping skills;
- Assist with any special needs and provide adaptations for activities as needed;
- Guide children and youth in expressing themselves appropriately when needed;
- Implement activities to assist with calming children and youth experiencing distress;
- Plan, prepare, and provide snacks or meals, as approved by the Medical Team;
- Conduct surveys with children and youth regarding their experience at the Center.

### Responsible for providing customer service to families and partners:

- Respond cheerfully to all reasonable requests for support made by parents/caregivers;
- Communicate any problematic behaviors to Advocates and the Crisis Counselor promptly;
- Interact positively with partner staff, offering support and demonstrating a desire on the part of The Center to exceed their expectations.
- Other duties as assigned.

**QUALIFICATIONS:**

- High school degree required, with some college or technical schooling preferred.
- Candidate must be able to speak and understand Spanish.

**ADDITIONAL SKILLS HELPFUL TO THE POSITION (not required):**

- Experience in an early childhood education setting and/or working with children
- Experience working with survivors of trauma
- Demonstrates knowledge/training in Arizona Early Learning Guidelines and Standards

**ADDITIONAL REQUIREMENTS:**

- Current immunization records
- Ability to follow directions and anticipate needs, taking initiative when needed
- Excellent communication skills, both verbally and in writing
- Comfortable working with families from diverse backgrounds
- Ability to maintain the confidentiality of sensitive information
- Must be able to pass a fingerprint and criminal background check
- Proof of freedom from tuberculosis required after hire

***Any offer of employment is contingent upon successful completion of new hire screenings, including background checks, drug testing, and professional reference checks.***