

Child and Family Charities
Job Description
CAPS/Family Growth Center

Position: Part Time Family Growth Center Outreach and Education Specialist

Child Abuse Prevention Division Goal: Child Abuse Prevention Services (CAPS) works to help strengthen families by providing parents with tools and resources to raise happy and healthy children. This division also helps eliminate and prevent child abuse, educate families and the community with tools and local resources to help raise children. The Family Growth Center (FGC) provides free respite child care for ages 6 weeks through 5 years.

Reporting Relationship:

Reports directly to the Family and Community Resource Coordinator

Supervises: N/A

Qualifications:

- Minimum of a High School or GED and a minimum of 12 semester hours, 18 CEU's, or 180 clock hours in Early Childhood Education and Development
- CPR/First Aid /Certification
- Ability to be a flexible and dependable team member

Responsibilities

- Supervise children and volunteers in the classroom during six, 2.5-hour child care sessions per week.
- Uses reflections, redirection and in other ways, deals preventatively with children's behavior in a positive manner.
- Appropriately role model relationships, interactions and problem solving for the children using a strength based trauma informed approach
- Maintain on-going communication with parents.
- Update Child Care Director on areas of concern specific to individual child and/or volunteers.
- Assist with light gardening duties and utilize garden curriculum in the classroom
- Provides nutrition education to children, families, and the community
- Assist with outreach and basic needs for the community
- Educate and connect families to local resources in the community

General

- Reports any noncompliance or any observed deficit in proper care of child to the appropriate program Supervisor
- Where necessary, and in cooperation with the Supervisor, makes appropriate referrals to Protective Services according to the Child Protection Law
- Attends and actively participates in all supervisory and staff meetings as scheduled.
- Maintains program manuals, materials, and filing
- Complies with all policy and procedures of the Family Growth Center, CAPS, and Child and Family Charities
- Completes all other tasks as assigned by the Coordinator and COO.

Hours: 28 hours per week, flexible schedule

Pay Rate: \$14 an hour

Resume and Cover Letter: Liz Gonzalez, Director of Administration
Child and Family Charities
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