

SOUTH SUBURBAN FAMILY SHELTER

Job Description

Title: Satellite Office Childcare Provider	Department: Counseling Program
Type: Part-time	Reports To: Counseling Program Manager
Classification: Non-exempt	Supervises: N/A

Job Summary

The Satellite Office Childcare Provider is a member of South Suburban Family Shelter's Southside Connections office team, which is an office in partnership with Apna Ghar. The Satellite Office Childcare Provider's main responsibility is to care for children while their parent is participating in domestic violence victims' services. The individual in this position is responsible for the well-being of the children and will arrange age appropriate activities for them to utilize while in care. Set-up and clean-up before and after childcare hours are required.

In addition, the Childcare Provider will assist with office administrative needs when not providing childcare. This may include duties such as light clerical work and picking up and organizing client donations.

The Childcare Provider will work collaboratively with the other staff in the office regarding addressing the needs of the children, scheduling, and other job duties as needed.

Our ideal candidate for this position is friendly, energetic, organized, enjoys working with children, has a trauma-focused approach to childcare, and has a flexible schedule. This individual is expected to bring new ideas and creativity to childcare as well as have the ability to adapt to the ever changing plans and needs of the program.

Duties and Responsibilities

- Complete 40 Hours Domestic Violence Training.
- Provide childcare service for children age birth to 17 years.
- Arrive on time for all scheduled shifts.
- Inform Southside Connections staff of arrival and departure on shift.
- Inform supervisor at least 24 hours prior to scheduled shifts if unable to work.
- Prepare and clean-up childcare space before and after childcare hours.
- Monitor and engage with children at all times when providing childcare.
- Provide a nurturing and safe environment for the children.
- Plan and carry out planned childcare activities.
- Implement non-violent, trauma-informed discipline as needed and refrain from all forms of physical punishment.
- Report any incidents or concerns to Southside Connections staff and parents.
- Maintain professional relationship with parents and children in the program.
- Refrain from use of any profanity or language that may be offensive to others.
- Refrain from yelling or using a harsh voice towards children.

- Refrain from drug/alcohol use prior to or during work hours.
- Attend required staff meetings and SSFS All-Staff meetings.
- Work with Southside Connections and SSFS staff to maintain open communication and a team approach.
- Manage and organize in kind donations and coordinate the pickups/deliveries of donations from various donors.
- Clerical work as assigned such as filing, making copies, organizing educational materials/flyers and ordering office supplies.
- Organizing and straightening office as needed.
- Complete other duties/projects as assigned.

Qualifications

- At least 18 years old and High school diploma required
- Bilingual (English/Spanish) preferred
- Experience working with children preferred
- Knowledge of child development preferred
- Knowledge of trauma-informed care preferred
- Reliable transportation
- Flexibility in scheduling including daytime and evening hours
- Ability to take initiative and to problem-solve
- Ability to handle various demands and to prioritize
- Must be able to stand/walk for periods of time and lift up to 25lbs
- Ability to handle sensitive information in a confidential manner required
- Ability to adhere to the values of SSFS

Compensation and Benefits

The compensation for the position is \$15/hour for up to 10 hours/week, 2-3 days a week. Work hours will be based on program needs. This position is eligible for Aflac benefits such as telemedicine, dental, vision, short-term disability, etc.

If you are interested in applying for the position, please email your resume to careers@ssfs1.org.

SSFS is an equal opportunity employer and values a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, genetic information, age, disability status, protected veteran status, or any other characteristic protected by law.

For more information about South Suburban Family Shelter, please visit our website at www.ssfs1.org.