



Child Care Worker- Part Time

The Family Center is a not-for-profit organization providing social and legal services to keep families stronger, longer. The Family Center has been the pioneer in the design and research of care coordination, supportive counseling, permanency planning and advocacy services that address the myriad of issues that challenge families headed by families impacted by illness, crisis and loss. Please visit our website at www.thefamilycenter.org to learn more about our services.

The Child Care Worker is part of the agency's Medication Assisted Treatment team and provides supervision for children while their parent is participating in treatment activities onsite at The Family Center's clinic. When there are no children in Child Care, the Child Care Worker provides general support to the Operations Team, assisting with reception, clerical and administrative tasks.

This position is part time three days per week. Schedule will be 9am-5pm. The Child Care Worker reports to the Operations Manager.

RESPONSIBILITIES

- Provide oversight of children participating in childcare.
- Plan age-appropriate activities for children.
- Engage in activities with children.
- Supervise children's meals and snacks while in childcare.
- Ensure safety and security of children at all times while in care.
- Maintain order and tidiness of childcare room.
- Ensure furniture, toys and games are in excellent condition and initiate replacement as needed.
- Cover Reception area during lunch and other times when reception staff are called away from desk.
- Assist with clerical and administrative tasks.
- Provide support for groups and meetings.
- Assist in responding to Medical and Safety emergencies, including administering Narcan/First Aid.
- Satisfactorily complete assigned job specific training courses in Relias training platform.

MINIMUM REQUIREMENTS

- Experience providing child care for children 0-4 years old
- Associates Degree or 2 years of experience working in a childcare environment
- Warm and welcoming; Enjoy infants and toddlers
- Reliable and Dependable
- Excellent communication skills
- Excellent judgment and problem solving skills.
- Self-Starter

Salary Range: \$16.48 - \$19.23 per hour

Full-time employees and part-time employees working at least twenty (20) hours per week and their eligible dependents are presently eligible for healthcare coverage.

The Family Center is an Equal Opportunity Employer. The Family Center is covered under FMLA.

COVID-19 considerations: All employees are required to be vaccinated.