

POSITION DESCRIPTION

POSITION TITLE: Child Care Specialist

REPORTS TO: Behavioral Health Program Director

I. POSITION SUMMARY:

Primary responsibility is to provide child care services to the children of clients in FSCA's Behavioral Health Program. The Child Care Specialist is responsible for facilitating a structured play/educational environment and will communicate with parents on a regular basis. Position is part-time and requires a flexible work schedule.

II. DUTIES/RESPONSIBILITIES:

1. *Provides direct supervision of the children during therapeutic groups or individual sessions that the parents are attending on-site.
2. *Structures play and educational activities that are age/developmentally appropriate for the children.
3. *Monitors and responds to the individual needs of the children.
4. *Ensures physical safety of children.
5. Communicates with parents/families regarding the children's behaviors and needs.
6. Completes all required documentation, including daily sheet for each child.
7. *Reports any concerns regarding physical and/or emotional distress regarding the children to the supervisor on duty.
8. *Fulfills the requirements of all agency systems for statistical record keeping, reporting program evaluation, quality assurance, internal control and attendance monitoring as appropriate to the position.
9. * Assists with the monitoring of the child care services to ensure contractual compliance as well as maintenance of accreditation and licensing standards, including any required certification.
10. Attend task force and committee meetings and other community meetings that have an impact on child care services, as assigned by supervisor or Chief Clinical Officer.
11. *Responsible for participating in staff meetings, trainings and agency activities, as needed.
12. *Must represent the agency internally and externally in a positive and professional manner.
13. Maintain flexible hours to meet the needs of group/individual appointment times.
14. Supports the Behavioral Health and Prevention Programs administrative functions.
15. Other duties as they arise and are relevant to program operations.
16. All other duties as assigned, by direct supervisor or member of Behavioral Health Department.

III. QUALIFICATIONS:

- High School Diploma
- Experience working with children, child care experience preferred
- Active First Aid training, or willingness to obtain
- Ability to lift 60 pounds
- Proficiency with computers
- Demonstrated ability to establish rapport and relationships essential to the position.
- Demonstrated ability to organize and manage tasks relevant to the position.
- Valid driver's license and reliable transportation.
- Cultural sensitivity, knowledge of family dynamics and child development.

*Essential job duties per the Americans with Disabilities Act

Employee Signature

Date