



## JOB DESCRIPTION | Child Care Specialist

Position Title: Child Care Specialist

Employment Status: Part-Time

Supervisor: Clinician

Salary Range: \$14 - \$18 per hour depending on experience

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The mission of All Star Children's Foundation (ASCF) is to build a brighter future for children in foster care through innovation, science, and compassion. ASCF is situated on a 5-acre campus that includes a pediatric mental health treatment and research center, along with 6 single-family foster homes. Foster parents and children on campus receive comprehensive supportive services from a team of trauma-informed professionals.

ASCF is looking for a part-time experienced, compassionate Child Care Specialist who is available to work late afternoons, evenings, and weekends up to 20 hours per week. The Child Care Specialist will be required to supervise children's daily activities, prepare stimulating games and activities, support children's development of healthy social relationships, and assist foster parents in their homes on a daily basis. To be a successful Child Care Specialist, you should enjoy being around children and feel comfortable juggling multiple behavior challenges. Ideal candidates will be able to manage individual as well as bigger groups of children in a variety of settings (e.g., within homes, on playgrounds, etc.) and should be willing to accommodate parents with busy schedules. The person filing this position must also exhibit a strong belief and commitment to ASCF's mission and vision throughout all interactions.

### **A successful candidate will have the following qualifications:**

- Must be available to work late afternoons, nights and weekends, up to 20 hours per week
- Minimum of High School Diploma and 5 years' proven experience working with children
- A qualification in Early Childhood Education or similar may be advantageous
- Experience working with all ages of children, including adolescents
- Ability to manage behavioral and developmental challenges in children using positive behavior management techniques
- CPR and First Aid certifications are preferred
- Knowledge of psychological and emotional development in children
- Excellent communication and interpersonal skills
- The ability to work in fast-paced, unpredictable environments
- Superb multitasking abilities
- Sound judgment skills
- Candidates will be required to undergo and successfully pass a background check and drug screening prior to hire

### **Essential Duties and Responsibilities:**

- Providing a safe, nurturing, yet fun environment for children
- Supervising children during playtimes and mealtimes.
- Providing basic childcare services such as changing diapers and ensuring children are properly fed and dressed
- Providing positive reinforcement for appropriate child behaviors
- Utilizing trauma-informed adult-child interaction skills taught to you by the agency during onboarding
- Offering emotional and physical support when children are hurt or injured
- Notifying primary caregivers should an emergency arise
- Assisting with homework and preparing meals and snacks
- Adjusting to parent' schedules as required.
- Must be able to work later afternoons, evenings, and weekends.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

<b>Judgement</b>	Makes sound decisions; bases decisions on fact rather than emotion; analyzes problems skillfully; uses logic to reach solutions.
<b>Problem Solving</b>	Anticipates problems; sees how a problem and its solution will affect other units; gathers information before making decisions; weighs alternatives against objectives and arrives at reasonable decisions; adapts well to changing priorities, deadlines and directions; works to eliminate all processes which do not add value; is willing to take action, even under pressure, criticism or tight deadlines; takes informed risks; recognizes and accurately evaluates the signs of a problem; analyzes current procedures for possible improvements; notifies supervisor of problems in a timely manner.
<b>Organization</b>	Able to manage multiple projects; able to determine project urgency in a practical way; uses goals to guide actions.
<b>Cooperation &amp; Teamwork</b>	Works harmoniously with others to get a job done; responds positively to instructions and procedures; able to work well with staff, co-workers, peers and managers; shares critical information with everyone involved in a project; works effectively on projects that cross functional lines; helps to set a tone of cooperation within the work group and across groups; coordinates own work with others; seeks opinions; values working relationships; when appropriate facilitates discussion before decision-making process is complete.
<b>Quality of Work</b>	Maintains high standards despite pressing deadlines; does work right the first time; corrects own errors; regularly produces accurate, thorough, professional work.
<b>Reliability</b>	Personally responsible; completes work in a timely, consistent manner; works hours necessary to complete assigned work; is regularly present and punctual; arrives prepared for work; is committed to doing the best job possible; keeps commitments.
<b>Support Diversity</b>	Treats all people with respect; values diverse perspectives; participates in diversity training opportunities; provides a supportive work environment for a multicultural staff; applies the ASCF's commitment to cultural proficiency; shows sensitivity to individual differences; treats others fairly without regard to race, sex, color, religion, mental or physical ability, health status, nation of origin, gender identity or expression or sexual orientation; recognizes differences; takes advantage of opportunities to learn and gain by working together; values and encourages unique skills and talents; seeks and considers diverse perspectives and ideas.
<b>Leadership</b>	Inspires and motivates others to perform well and accepts feedback from others.
<b>Physical Demands</b>	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, communicate and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee may frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

ASCF an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. ASCF makes hiring decisions based solely on qualifications, merit, and business needs at the time.

To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.