



The Children's Advocacy Center for Denton County is seeking an experienced Childcare provider. Required availability is Monday, Wednesday, Thursday, & Friday. Preference will be given to those with flexible schedules who are available primarily during the daytime. Must be able to work at both the Lewisville office (1854 Cain Dr) and the Denton office (1208 Bent Oaks Ct).

Position Title: Childcare Provider

Reports to: Lead Childcare Provider and Administrative Assistant to the Executive Director

Pay: Starting at \$11/hour based on experience **Classification:** Non-exempt, part-time

Duties:

- Provide childcare to children (ages 0-16) whose family members are receiving therapy services from the Children's Advocacy Center for Denton County.
- Engage children in constructive group and/or individual activities including but not limited to arts, crafts, reading, outdoor activities, etc.
- Prevent interruption and disruption of CACDC clinical services unless there is an emergency.
- Ensure the safety and well-being of each child while under CACDC care.
- Ensure childcare room is left clean and organized at the end of each evening.
- Communicate frequently with the Administrative Assistant to the Executive Director.
- Facilitate good team work and a positive attitude between children, parents, interns, and staff members.
- Maintain confidentiality.
- Other duties as assigned.

Minimum Requirements:

- High School Diploma or GED.
- Must be 18 years of age or older.
- Must pass local and national Criminal Background and Child Protective Services background checks prior to employment.
- At least 1 year experience in providing childcare.
- Available Monday-Friday (M-Th: 2:00-9:00 pm, F: 9:00 am-2:00 pm), those with flexible schedules will be given preference.
- Bilingual in Spanish preferred but not required.
- Reliable transportation with the ability to respond to last minute requests within one hour.

Applications should be handwritten and hand delivered or received by mail to:

CACDC

Attn: Ellen Pugh

1854 Cain Dr

Lewisville, TX 75077

by **Monday, August 14, 2017 @ 8:00 am** along with a resume and references.

Any questions can be sent to Ellen Pugh at ellen@cacdc.org or 972.538.9623.