

Children's Advocacy Center for Denton County

Position Description

Revised 7/09/18

POSITION TITLE: Childcare Provider

REPORTS TO: Lead Childcare Provider and Family Advocacy Supervisor

PAY: Starting at \$14/hour

Classification: Hourly, Non-exempt, Part-time

DEFINITION:

The Childcare Provider will provide on-site childcare to children ages 0-16 years, while their family members are receiving therapeutic services and/or client services from the agency. The Childcare Provider will engage children in constructive activities while ensuring safety and confidentiality for each child. Hours for childcare vary and will range from 9am – 9pm, Monday – Friday.

DUTIES:

- Provide childcare to children (ages 0-16 years of age) whose family members are receiving therapy services from Children's Advocacy Center for Denton County.
- Provide childcare to children for scheduled Forensic Interviews to allow for Family Consults with Family Advocates, law enforcement and DFPS.
- Must be willing to work at both Lewisville and Denton offices.
- Engage children in constructive group and/or individual activities including, but not limited to, arts, crafts, reading, games, 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 rooms are left clean and organized at the end of each evening.
- Communicate frequently with the Family Advocacy Supervisor, Therapists and Family Advocates regarding children in care.
- When childcare is not needed, the Childcare Provider will assist in answering the doorbell, greeting families, notifying therapists and Family Advocates of client's arrival, cleaning childcare room, assisting therapists and Family Advocates with tasks, etc.
- Attend monthly Childcare meeting and scheduled trainings
- 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 DFPS background checks prior to employment.
- Available at least 3 days and evenings per week depending on need; 25 hour maximum
- At least 1 year experience in providing childcare.
- Bilingual in Spanish preferred but not required.
- Reliable transportation and ability to respond to requests on short notice.
- CPR Certified – Certification will be made available upon hire