

Position Title: Children's Services Provider
Reports to: Children Services Coordinator
Hours: 20 hours per week
Location: San Luis Obispo County
Salary: \$12.00/hour
Apply by: Position is open until filled.

Please submit a resume and a cover letter electronically to HR@StandStrongNow.org. NOTE: Please put "Children's Services Provider" in the email subject line. No calls, please. Submissions will be reviewed on an ongoing basis until the position is filled. Visit www.StandStrongNow.org to learn more about us.

Purpose and Responsibilities

Under the direction of the Associate Director and the supervision of the Children's Services Coordinator, the Children's Services Provider will be responsible for rendering children's services for agency clients as needed.

Job Duties include:

- Plan nonviolent, culturally and developmentally appropriate activities for child clients of Stand Strong.
- Model nonviolent, prosocial behaviors to the children.
- Assist the children's parents in utilizing appropriate child-rearing behaviors and techniques.
- Provide activities for the children while their parents are attending group, individual counseling sessions, case management, legal assistance, court appointments or other service activities.
- Responsible for the upkeep of the childcare room and the play area and kitchen area.
- Help when needed at the front desk answering phones and transferring calls, and answering the front waiting room door.
- Childcare, buying snacks, putting donations away, organizing the pantry, cleaning up and organizing the art room, assisting with keeping kitchens organized and cleaned, answering the phone. Any other duties as assigned by the Children's Services Coordinator, Associate Director, and/or Executive Director.
- Attending all meetings as required by Children's Services Coordinator, Associate Director, and/or Executive Director.
- Reporting: Report child abuse to CWS as per state law. Other areas concerning children's issues should be discussed with the Children's Services Coordinator.
- Paperwork: Fill out Childcare Roster with the relevant child information and therapeutic theme/activities conducted. Complete any additional paperwork as directed by the Children's Services Coordinator and/or Associate Director.
- Trainings: Participate in trainings/conferences to ensure best practices and fulfill grant requirements.
- Transportation: Provide client transportation, when necessary.

Formerly the Women's Shelter Program of San Luis Obispo County

Qualifications and Requirements

- Fluency in English is required; additional fluency in Spanish preferred.
- Current California Driver's License, clean driving record, and vehicle insurance.
- CPR certified at time of employment or become CPR certified if hired.
- Must satisfactorily pass a background check (paid for by employer).
- Completion of California's 40-hour DV training program is required prior to working with clients.
- High School Diploma and two years' experience in a similar setting, working with a similar population.
- At least 12 units of Early Childcare Education, or currently enrolled in ECE classes preferred.

Key Characteristics:

- Utmost respect for and accordance with confidentiality.
- Compassionate, empathetic, non-judgmental.
- Excellent oral and written communication skills.
- Able to work independently and as part of a team.
- Ability to handle sensitive issues with discretion and confidentiality.
- Works closely, cooperatively, and collaboratively with others.
- Strong work ethic and commitment to the organization's mission and vision.
- High level of initiative and reliability.
- Enjoys problem-solving and is willing to find creative solutions.

Please Note

- Stand Strong provides equal opportunities to all employees, applicants for employment and to clients without regard to race, sex, color, national origin, ethnicity, religion, sexual orientation, gender, pregnancy (childbirth or related medical conditions), age, disability (including HIV and AIDS), military or veteran's status, marital status, medical condition (including cancer and genetic characteristics), gender identity and expression, or any other consideration made unlawful by Federal, State, or local laws.
- This job description is designed to cover the basic requirements of the position, can be revised at any time, and does not change the "at will" status of employment at Stand Strong.
- Some amount of stooping, kneeling, bending, lifting, walking, carrying and other movements may be required. The position will require extended periods of time sitting and working on a computer keyboard that will involve extensive wrist and hand movement. The employee will be required to perform these movements without risk of injury to themselves or others, or to demonstrate how they can perform the essential functions listed above.

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