



Job Description

Job Title: Time- Limited Children’s Group Specialist

Department: Residential Services

Supervisor: Children’s Services Manager

Union Affiliation: OPEIU
(Associated dues will apply)

Status: Non-Exempt

FTE: 0.8

Salary Grade: 22

Solid Ground envisions a community beyond poverty and oppression where all people have equitable opportunity to thrive. We are committed to working with compassion, integrity, accountability, respect, collaboration and an anti-oppressions approach to end homelessness, hunger, inequality and other barriers to social justice. We value collaboration and leadership from the communities we serve. As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened and as such we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency.

Job Summary: Sand Point Housing is a permanent housing program for families exiting homelessness. The goal of the program is to provide a supportive, safe and empowering environment to help stabilize families. The Children’s Group Specialist will care for children ages 0-12 at the Sand Point Lowry Center on weekday afternoons and evenings as well as some weekends.

Essential Responsibilities, Duties & Tasks:

50% Provide direction and care for up to 8 children or up to 6 children if the group includes ages 0 to 2. Provide direction and care for up to 13 children with an assistant. Review the child care calendar to learn which age group will be at the center that day, plan the daily childcare routines (such as art and craft projects, providing assistance with homework) and ensure the children are aware of and follow the behavior expectations. Plan and implement developmentally appropriate activities as needed. Take the lead to ensure a safe, positive environment for all children.

- 25% Facilitate bi-weekly support groups for parents with children 0-5 years old. Develop curriculum to help with parenting skills- addressing such issues as positive parenting, non-punitive discipline, knowledge of age-appropriate behavior, potty training, speech and language development and self-esteem enhancement.
- 10% Responsible for daily set up, clean up and preparing and serving snacks. Take the lead in keeping a regular cleaning schedule to maintain the Sand Point Childcare room in safe and sanitary condition.
- 5% Provide direction and supervision of volunteers. Communicate openly with parents, volunteers and housing staff.
- 5% Adhere to Sand Point Housing Program and Solid Ground policies and procedures. Complete a CPR/First Aid training, and other training as needed.
- 5% Maintain records regarding usage of the center as requested.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Education and Experience:

Requires one of the following:

- a. Two years of direct social service experience, including at least one of those years being experience serving low-income children, and youth.
- b. AA degree in child development/education or related field and at least one year of direct social service experience, including experience serving low-income children and youth.
- c. Any combination of education, experience and measurable performance, which demonstrates the capability to perform the duties of this position.

Minimum Qualifications:

- Be at least 18 years or older.
- Ability and willingness to work some evenings and weekends when families are available.
- Willingness and ability to work with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, and of all ages.
- Excellent communication skills, both oral and written.
- Current First Aid and Infant & Child CPR Certification.
- Negative TB test.

Desired Qualifications:

- Education/training in child development or related field.
- Experience supervising teens and/or parent volunteers.

Physical Demands/Working Conditions: This position works 75% of the time with residents, 15% preparing lessons, and desk work, and 10% of the time preparing food and cleaning. Work may be

interrupted by the immediate needs of a resident in crisis. Position requires the employee to lift/carry 5-20 pounds frequently and push/pull 30-40 pounds occasionally. The position has the ability to sit/stand as needed. Position requires evening and some weekend coverage.

Hours & Compensation: This is a Time-Limited part-time (32 hours per week) **union** position, which may last up to 18 months and pay \$18.76 per hour plus benefits. Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts.