

Job Title:	Playcare Assistant- Full Time	Job Category:	
Department/Group:	Shelter	Job Code/ Req#:	
Location:	Richmond, TX	Travel Required:	To agency locations, apartments, field trips
Level/Salary Range:	Hourly: \$16.25/hour	Position Type:	Full-Time; nonexempt; Monday-Friday, 12:00 pm-8:00 pm, flexible as needed.
HR Contact:	Angie Wright	Date posted:	Click here to enter a date.
Will Train Applicant(s):	Yes	Posting Expires:	Click here to enter a date.
External posting URL:			
Internal posting URL:			

Job Description

ROLE AND RESPONSIBILITIES

RESPONSIBLE FOR SAFETY AND SUPERVISION OF CHILDREN IN PLAY CARE AND RAINFOREST ROOM, CLEANING AND GENERAL MAINTENANCE OF THE PLAYCARE ROOM AND RAINFOREST ROOM.

- Be professional and abide by agency core values: **Service, Passion, Integrity, Respect, Innovation, and Teamwork**
- Must have a love for working with children!
- Supervise children in Play Care and maintain a safe and positive learning environment.
- Prepare hands-on activities for children using up-to-date and various methods (stories, media, crafts, art, indoor and outdoor games) to promote the child's development.
- Assist with teen groups and other assigned groups/workshops/activities/events.
- Nurture basic cognitive learning skills in children.
- Identify behavioral problems in children and determine the right course of action to assist the child.
- Prepare snacks and retrieve and serve meals from the kitchen.
- Effective communication with parents on the child's progress or identified problems.
- Enforce established rules and guidelines that are outlined in the resident guidebook.
- Communicate with co-workers to pass on relevant information regarding the children between shifts.
- Fill out the required paperwork, including case notes (diaper changes, meal/snack feedings, bottle feedings, naps, etc.) and accident and illness reports.
- Become certified in CPR and First Aid within 30 days of hire date and renew when required at your own cost.
- Collect required data (Age-appropriate assessments).
- Follow opening/mid-shift/closing responsibilities and expectations.
- Complete assigned duties and documents at the end of each shift.
- Able to come in early or stay late if required.
- Be a self-starter.
- Other duties as assigned.
- Directly reports to the Client Services Lead.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must be at least 18 years of age.
- High school diploma or GED in related field or equivalent experience.
- 1-year experience working with children (required)

- Multi-tasker with good organizational skills.
- Can fit in with a team-oriented work environment.
- Must be patient and compassionate.
- Able to lift up to 50 lbs., bend over, and stand.
- Must be able to complete all required training per TAC rule 743.103.
- Have valid Texas Driver's License and carry auto liability insurance as required by the State of Texas.
- Satisfactory completion of criminal background checks and drug screening by both Fort Bend Women's Center and TAC rule 743.101.

PREFERRED SKILLS AND COMPETENCIES

- An enthusiastic personality is a MUST! We assist those who are struggling to achieve self-sufficiency. It is a rewarding job, but one that requires a great deal of optimism.
- Previous experience working with individuals dealing with trauma (preferably domestic or sexual violence) is a plus but is not necessary.
- Knowledge in child development.
- Demonstrates leadership, communication, and problem-solving skills in a manner that encourages and empowers clients to seek remedies for positive change.
- Displays ability and willingness to make appropriate decisions, responds compassionately to persons served while maintaining appropriate and professional boundaries, exhibits sound and accurate judgment, supports and explains reasoning for decisions, and includes appropriate people in decision-making process.
- Displays original thinking and creativity by meeting challenges with resourcefulness, generating suggestions for improving work, and developing innovative approaches and ideas.
- Shows tenacity and thoroughness, with the ability to solve practical problems and deal with a variety of situations.
- Team player who can roll up their sleeves and get involved in everything from big projects to mundane, simple tasks.
- Not easily frazzled, especially during crises.
- Possesses strong time management skills during busy and slower periods throughout the day.
- Applies basic strategies for good communication, including developing rapport, using active listening.
- Establishes/maintains trust and appropriate collaborative relationships with clients.
- Works with clients in a respectful and nonjudgmental manner while employing a victim-centered, strengths-based, and trauma-informed perspective.
- Supports clients' self-determination and informed decision-making.
- Respects client confidentiality and autonomy.
- Uses appropriate verbal and nonverbal communication to deescalate crises situations.
- Applies strategies for addressing conflict and moderating one's own verbal and nonverbal reactions to communications with clients and coworkers.
- Demonstrates ongoing efforts to improve skills in effective verbal and nonverbal communication, such as motivational interviewing, as well as cultural competency.
- Prioritizes/plans work activities using time efficiently; plans for additional resource needs. Sets goals and objectives and develops realistic action plans.
- Deadlines/solutions oriented with the ability to handle multiple competing priorities and wide variety of responsibilities.
- Speaks clearly and persuasively in positive or negative situations, listens, asks for clarification, responds well to questions, and participates in meetings.
- Writes clearly, accurately, respectfully, and informatively; edits work for spelling and grammar.

- Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to non-traditional hours of work when necessary to reach goals, completes tasks on time or notifies appropriate person with an alternate plan.
- Travel may be required in greater Harris and Fort Bend County areas.

Employee Signature: _____

Date: _____

Officer Signature: _____

Date: _____