



*Our Mission -
To empower women to achieve life changing recovery through proven
treatment and critical support services.*

Job Title: Children's Center Coordinator
Reports to: Director of Child and Family Services
Job Classification: Non-Exempt

Position Summary:

Responsible for the development, oversight, and success of the Honoring Our Children childcare program at Women Are Sacred.

Job Duties:

- Works with the Women Are Sacred program, including supporting services for older children not residing in the WAS program. Support and work with all activities involving children participating in evening and weekend programming and/or activities to support strong family relationships.
- Provides consistent care for the children in the Honoring Our Children childcare program to meet ratio requirements.
- Responsible for the development of age-appropriate and culturally appropriate curriculum and activities.
- Assists in developing a culturally and developmentally appropriate curriculum for the children as well the development of lesson plans on a weekly basis. Assures the safety of the children and compliance with licensing standards.
- Facilitates parenting and child development assessments.
- Maintains positive working relationships with peers, colleagues, and supervisors in the WAS program as well as the broader organization.
- Assists women with carrying out their individual parenting plans.
- Assists with facilitating healthy and positive visitations for mothers whose children are not currently living with them in our residential treatment program.
- Assists in the design and implementation of a culturally and developmentally appropriate, child-centered environment to encourage independence, responsibility and positive social skills through spontaneous and planned activities and play, keeping expectations reasonable and appropriate for ages and abilities.
- Knowledgeable about typical ages and stages of children; reports any concerns about children's development to the WAS counselor and Director of Child and Family Services.
- Oversees the collection of attendance records on a daily, weekly, and monthly basis for Title XX program and food program.
- Works closely with the Director of Finance, communication children entering and leaving the program to ensure that their funding sources and authorizations are in place.
- Completes required in-service hours, as required by DHHS.



A United Way Agency

- Ensures the center follows all licensing standards including health codes, staff requirements, licensing reviews, etc.
- Responsible for providing necessary paperwork/documentation for all accrediting bodies to demonstrate a quality system of care for children.
- Is aware of signs of emotional distress, child abuse and neglect, and complies with mandatory reporting procedures for child abuse and neglect.
- Shows professional work habits by keeping spoken and written information confidential, respects others, uses time well and demonstrates dependability.
- Guides children in resolving conflict through positive strategies and communication.
- Works with families to provide consistent behavior management of children.
- Works closely and collaboratively with treatment staff and Family and Children's Case Management and Peer staff to ensure continuity and collaborative care to all children and family members.
- Provides continual research and efforts to utilize the evidence-based approaches to working with children, ensures the cultural perspective is prioritized and supported in all approaches to working with Native American children and their families.

General Job Duties:

- Complete all monthly and Annual Relias online e-learning courses on time, in compliance with state and accrediting organizations training requirements.
- Attend at least two training sessions per year on cultural competency.
- Participates in clinical team staffing, daily or weekly, as designated by caseload and presents each client case.
- Attends and participates in staff training, work teams, and all staff meetings, as directed.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to act with integrity, professionalism, and confidentiality.
- Abide by HIPAA and 42 CFR confidentiality requirement which include but not limited to businesses, family members, friends of clients, and other agencies and the public including safekeeping of client identified materials.
- Support St. Monica's Home in the organization's objective to be a diverse, equitable, inclusive, and accessible workplace.
- Follow all agency and program policies and procedures including philosophy, confidentiality, ethics, and safety procedures.
- Regular and on time attendance required.

Position Competencies:

- Verbal communication
- Written Communication
- Organizational Skills

Education and Experience:

- Bachelor's degree in in Child Development or related field preferred; Associates Degree in Early Childhood Education or related field required. Minimum 2 years of experience working with children of diverse populations and with special needs; Strong understanding of Behavioral Health an dits impact on families and child development.
- Must be at least 21 years of age.
- First Aid/CPR certified or the ability to be certified.
- Driver's license and valid insurance required upon hire.

Physical Requirements:

- Ability to lift 25 lbs. regularly, climb and descend stairs.
- Ability to thrive in a fast paced, deadline-oriented work environment

St. Monica's Home is an equal opportunity employer. We do not discriminate against any employee or applicant for employment on the basis of age, race, religion, color, ethnicity, disability, gender, sexual orientation, gender identity, or national origin.

EMPLOYEE SIGNATURE:	
DATE:	
SUPERVISOR SIGNATURE:	

Creation Date: 08/2022
Next Review Date: 08/2023