

**Anew: Building Beyond Violence and Abuse
Job Posting**

Title: Childcare Provider	Department: Counseling
Type: Part-Time	Reports To: Director of Counseling
Classification: Non-exempt	Supervises: N/A

Job Summary:

The Childcare Provider is a member of the Anew: Building Beyond Violence and Abuse Counseling program. The Childcare Provider's main responsibility is to care for children while their parent is participating in domestic violence victims' services. The individual in this position is responsible for the well-being of the children and will arrange age-appropriate activities for them to utilize while in care. Set up and clean up before and after childcare hours are required.

The Childcare Provider will assist with office administrative needs as assigned. This may include light clerical work and organizing client donations. Additionally, they will maintain the childcare area and ensure all the toys are organized and sanitized. The Childcare Provider will work collaboratively with the other staff in the office regarding the needs of the children, scheduling childcare services, and other job duties as needed.

Our ideal candidate for this position is personable, friendly, energetic, organized, enjoys working with children, has a trauma-focused approach, and has a flexible schedule. This individual is expected to bring new ideas and creativity to childcare as well as can adapt to the ever-changing plans and needs of the program. They must have the ability to demonstrate empathetic, non-judgmental attitudes towards people impacted by domestic violence and other trauma. The Childcare Provider is a team player working collaboratively with the counseling department to support the needs of the families served.

Duties and Responsibilities:

- Provide childcare service for children ages birth to 17 years.
- Provide a nurturing and safe environment for children served.
- Prepare and clean-up childcare space before and after childcare hours.
- Implement non-violent, trauma-informed discipline as needed and refrain from all forms of physical punishment.
- Report any incidents or concerns to Anew staff and parents.
- Maintain professional relationships with parents and children in the program.
- Clerical work as assigned such as filing, making copies, etc.
- Organizing and straightening of childcare area, including regularly cleaning toys
- Manage and organize in-kind donations.
- Work with Anew and Counseling staff to maintain open communication and a team approach.
- Complete other duties/projects as assigned.
- Attend Anew All-Staff meetings.

Qualifications:

- At least 18 years old and High school diploma or equivalent is required.
- At least 1 year of experience working with children preferred.
- Fluency in both spoken/written Spanish and English preferred.
- Completed 40 Hour Domestic Violence Training. Will be provided by Anew as needed.
- Knowledge of child development preferred.
- Knowledge of the effects domestic violence has on children and trauma informed care preferred.
- Ability to take initiative and have strong problem-solving skills.
- Strong written and verbal communication skills and interpersonal skills.
- Strong organizational and time management skills.
- Ability to work independently and as a team member.
- Ability to handle sensitive information in a confidential manner required.
- Ability to demonstrate the values of Anew.
- Able to operate general office equipment.
- Able to stand/walk for periods of time and lift up to 25lbs.
- Must have reliable transportation. Proof of insurance and a valid driver's license preferred.
- Some evening hours are required; flexibility in scheduling a must.

Compensation and Benefits:

The hiring range for this position is \$16.55 - \$19.66 an hour for up to 10 hours per week. A \$1.00 differential is provided for Spanish speaking hires.

This position is eligible for Aflac benefits. In addition, this position is eligible to participate in our employee assistance program and in our 403(b) plan with 3% company matching.

If you are interested in applying for this position, please email your cover letter and resume to careers@anewdv.org.

Anew is an equal opportunity employer and values a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, genetic information, age, disability status, veteran status, or any other category protected by law.

For more information about Anew: Building Beyond Violence and Abuse, please visit our website at <https://anewdv.org/job-opportunities/>.