

## **POSITION DESCRIPTION**

**POSITION TITLE:** Child Care Coordinator  
**PROGRAM:** Greenbriar  
**REPORTS TO:** Community Administrator

**Status:** Non – exempt  
**Date Revised:** 7/2021

### **POSITION SUMMARY:**

The Child Care Coordinator is responsible for assuring quality services to all program participants in a compassionate and professional manner as it relates to the specific program objectives. Objectives include supportive interaction with children, parents, and team members, assessing child needs, creating activities and managing the recreational activities for the resident's children. Work is performed in a cost effective and service oriented manner as it relates to established organizational standards.

### **OBJECTIVES/ACTIVITIES:**

- A. Responsible for performing daily work requirements to achieve established objectives of the department.
  - 1. Create daily activity calendar.
  - 2. Communicate activities with Community Administrator as required.
  - 3. Provide crisis intervention as needed.
  - 4. Respond to child related questions and concerns.
  - 5. Provide children with a safe, supportive environment free from ethnic or social prejudices.
  - 6. Comprehend and adhere to ethical guidelines and confidentiality laws.
  - 7. Communicate and comprehend oral and written instructions.
  - 8. Role model positive behavior to help parents as they work on parenting skills.
  - 9. Perform reasonably related duties as assigned.
  
- B. Responsible for assistance with child needs.
  - 1. Explain children services program activities to new families upon intake.
  - 2. Implement after school tutoring program as needed by grade and/age.
  - 3. Maintain children's case files to assist child and parent in regards to special needs.
  - 4. Manage the storage, distribution, and maintenance of toys, games and equipment.
  - 5. Facilitate group activities during after school and non-school time.
  - 6. Assist adults with language interpretation, continuance of education and securing of employment if needed.
  
- C. Responsible for all areas of daily program maintenance in compliance with company policies.
  - 1. Document and report all client concerns and/or infractions that can impact the program security.
  - 2. Secure approval for exceptions to standard policy.
  - 3. Notify management of potential workflow problems and resource needs necessary to attain performance standards.
  - 4. Adhere to staffing schedules in order to provide adequate/safe staffing coverage and to accomplish program objectives.
  
- D. Responsible for training and development of new staff.
  - 1. Assist in department orientation and training for new employees as requested to assure quality work outcomes.

2. Identify appropriate ongoing training for both new and existing staff and report needs to management.
3. Serve as part of the program development team by providing information and support for the development of quality operations.
4. Maintain an above average working knowledge of fire, safety, and health standards to assure safe work environment for clients and all personnel.

E. Responsible for self-development.

1. Continually learn and enhance technical and interpersonal skills.
2. Attend staff meetings/assigned training and complete required certifications, i.e. CPR, First Aid, etc.

### **EDUCATION AND EXPERIENCE:**

This position requires demonstrated ability to communicate and comprehend oral and written instructions and to provide services to clients without ethnic or social prejudices. It requires general knowledge of issues and challenges unique to low income, cultural diversity, and persons with disabilities. Specific knowledge and experience with children growing up with addiction and recovery, and dysfunctional family dynamics is preferred. Must be able to utilize a range of interventions to work with clients with varying needs and levels of functioning. Must have the flexibility to work irregular hours and have the willingness to function as a team member. Computer skills required. Requires CPR and First Aid training within ninety (90) days of employment, re-certification as necessary and T.B. testing annually.

### **SPECIFIC SKILLS REQUIRED:**

Russian speaking preferred  
Teamwork skills  
Oral and written communication skills  
Ability to assist other people  
Organizational skills  
Analytical and decision making ability

### **PHYSICAL REQUIREMENTS:**

Lift and move up to 25 pounds  
Stand, walk, bend, stoop, and sit frequently  
Climb stairs regularly  
Kneel occasionally

### **NATURE OF SUPERVISION RECEIVED:**

Daily activities are many times performed independently with accessible guidance and direction from the Community Administrator or designated lead. Must be able to function both independently and in a team environment working towards attainment of operational goals and contract compliance.

### **SUPERVISION EXERCISED:**

The position does not supervise, however, may be delegated training and lead responsibilities as the program needs may require.

### **RESPONSIBILITIES FOR BUSINESS CONTACTS:**

This position requires daily contact with county/state/city and business entities, clients, and all levels of staff. The Child Care Coordinator is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships with all clients. Tact, discretion, and resourcefulness are required at all times.

**FINANCIAL RESPONSIBILITY:**

Substantial financial loss through loss of business contracts is possible.

**NUMBER OF EMPLOYEES:**

No employees report to this position.

**This Child Care Coordinator job description does not constitute a written or implied contract and may be changed as business arise.**

Indicate anything that would keep you from meeting the job duties as outlined above

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Employee signature: \_\_\_\_\_ Date signed: \_\_\_\_\_