North County Lifeline, Inc. is a non-profit human services organization that offers a wide range of services to the people of North San Diego County. Our mission is to build self-reliance among youth, individuals and families through problem solving, skill-building and accessible community-based services. We offer competitive benefits including Health & Life Insurance, Paid Vacation & Holidays, Flexible Spending Account, 403(b) and more! Visit www.nclifeline.org for more information regarding our organization.

Bi-lingual Case Manager – Project LIFE

(2 positions available)

Position Summary
Under the supervision of the Project Life Clinical Supervisor, is responsible for providing comprehensive case management services to victims/survivors of human trafficking through a client driven wellness and recovery model that is strength based, culturally relevant, trauma informed, consumer driven, and outcome based. Case Manager assists community members and partners with identification of human trafficking victims, providing immediate in-person outreach, assessing their emotional and practical needs. Comprehensive case management includes providing information about crime victims’ rights, crisis stabilization, safety planning, law enforcement and victim advocacy, and service planning in support of recovery and self-sufficiency. Promotes public awareness on local human trafficking issues, provides training and outreach, and identifies and seeks partnerships with other agencies and organizations for collaboration.

Specific Activities
- Utilize evidenced based practices to engage victims of human trafficking in participation of services that are client centered, culturally appropriate, and trauma-informed to improve the short and long-term health, safety, and well-being of victims.
- Provide immediate response services for human trafficking referrals.
- Assist community members and partners with identification of victims to provide immediate in-person outreach to victims of human trafficking.
- Conduct and complete initial intake, safety screening, safety planning, and needs assessment for all clients.
- Locate and arrange appropriate emergency and short/long-term residential placements, as needed.
- Develop client driven service plans, coordinating and collaborating referrals based on identified needs.
- Provide comprehensive case management service to access shelter, medical services, transportation, legal advocacy, housing assistance, mental and behavioral health services, tattoo
removal services (branding), support groups, community referrals, literary skills, life skills, and employment training that is trauma informed and client driven.

- Participate in 24/7 on call hotline and victim advocacy rotation
- Provide information to victims about their options in working with various levels of law enforcement in the investigation and prosecution of traffickers.
- Provide victim advocacy and information about crime victims’ rights and services while supporting the victim through the process.
- Maintain strong partnership with law enforcement, probation, runaway and homeless youth shelters, group homes, domestic violence providers, schools, and other community based organizations.
- Coordinate and monitor the day-to-day implementation and operations for all services eligible to trafficking victims/survivors.
- Advocate on clients' behalf with the police, District Attorney's Offices, U.S. Attorney's Offices, FBI, Homeland Security Investigations (HSI), public benefits agencies, courts, medical providers and other relevant organizations.
- Participate in North County Human Trafficking collaborative meetings, human trafficking task force meetings, the churches against human trafficking collaborative and other community based meetings.
- Participate in multi-disciplinary team meetings where local human trafficking cases are presented and reviewed for quality and improvement of services.
- Develop, expand, and strengthen coordinated case management and comprehensive victims’ assistance.
- Make referrals to programs for which victims are eligible, including ORR and OVC Trafficking Victim Assistance Programs, and other state and local anti-human trafficking initiatives.
- Maintain accurate case records and program statistics in compliance with funding requirements and objectives.
- Conduct human trafficking awareness trainings and outreach for community groups and service providers.
- Facilitate prevention groups for at-risk youth populations
- Co-Facilitate survivor-led HT support groups
- Participate in all human trafficking meetings, treatment team meetings, and individual clinical supervision.
- Follow all legal and ethical guidelines pertaining to the treatment of youth and families, per state and county requirements (e.g., Child Abuse Report, Duty to Warn, Confidentiality, Grievance Procedures, and Serious Incident Reporting).
- Successfully complete all other duties as assigned.

**Requirements/Qualifications**

Master’s degree in counseling or related field; or currently in the Master’s program with one year of counseling experience, at least six months of which is in the counseling of human trafficking victims. Knowledge of, and/or experience working with, victims of human trafficking, sexual assault, domestic violence, or other victim populations (e.g. immigrant/refugee populations); Ability to work from a client centered, trauma, and dual diagnosis approach; Must possess excellent interpersonal skills, including the ability to work collaboratively and on a team; Ability to think critically and address crisis situations as they arise; Excellent problem solving skills as well as the ability and willingness to work irregular hours; Experience with the Wrap-Around Services model, and knowledge of resources available in North
County are preferred; Successful candidate must be compatible with the agency mission of building partnerships in North County and delivering services to children, families and individuals that resolve problems, increase skills, and nurture self-reliance in a manner that is culturally sensitive to the population being served; Multi-lingual or Bi-lingual required, with strong preference given to English/Spanish. Willingness to drive personal vehicle for company business (mileage reimbursed). Hire is contingent upon passing required pre-employment clearances.

**Compensation and Benefits**
DOE + Bilingual pay. Eligible for employer paid benefits including medical, dental, vision, & Life Insurance, Generous vacation, sick, and holiday time-off benefits. Flexible Spending Account and 403(b) Retirement Plan available. EOE.

**Physical Demands/Work Environment**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee may occasionally lift and/or move up to 15 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may be exposed in an extremely stressful environment where there are considerable mental and emotional demands. Employee will be regularly out in the community giving presentations and working with various agencies. Employee may be exposed to weather conditions prevalent at the time. The employee will be required to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer.

**Work Schedule**
Full-Time 40 hours a week- Monday – Friday (may include evenings and weekends)

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Position Summary
Under the supervision of the Behavioral Health Director, is responsible for assuring that all services provided to victims/survivors of human trafficking through Project Life (Living in Freedom From Exploitation) are being implemented through a client driven, wellness and recovery model that is strength based, culturally relevant, trauma informed, consumer driven and outcome based. Therapist functions as an agency/community expert in the treatment of complex trauma in the field of human trafficking and utilizes evidenced based and/or promising practices as the preferred treatment modality. Provides trauma treatment to victims/survivors of human trafficking and may include crisis management and safety planning as well as individual, group, and family therapy. The professional is expected to function as part of a multi-disciplinary team while making appropriate independent decisions for the benefit of the client(s). Therapist conducts trainings as an expert speaker in trauma treatment of human trafficking victims at conferences, trainings, and outreach events for community groups and service providers.

Specific Activities
- Utilize evidenced based practices to engage victims of human trafficking in participation of services that are client centered, culturally appropriate, trauma-informed, in order to improve the short/long-term health, safety, and well-being of victims.
- Utilize evidence based or promising practices as the preferred treatment modality for crisis management and safety planning as well as individual, group, and family therapy.
- Conduct comprehensive behavioral health assessments utilizing DSM-5 Level 1 & 2 Cross-Cutting Symptom Measures and other clinical evaluation tools to determine the impact of mental health on current functioning, utilizing result as a baseline for measurement of client progress and symptom reduction.
- Develop client centered treatment plans and individualized goals.
- Provide coordination of care with other mental health professionals and primary care providers.
- Participate in multi-disciplinary teams, serving as the team expert on matters related to complex trauma.
- Stay informed of current trauma treatment data, trends, innovations, and promising practices working with victims/survivors of human trafficking.
- Provide crisis management consultation and education to trafficking victim services providers.
- Conduct trainings as an expert speaker in trauma treatment of human trafficking victims at conferences, trainings and outreach events for community groups and service providers.
- Provide information to victims about their options in working with various levels of law enforcement in the investigation and prosecution of traffickers.
- Provide victim advocacy and information about crime victims’ rights and services while supporting the victim through the process.
Maintain strong partnership with law enforcement, probation, runaway and homeless youth shelters, group homes, domestic violence providers, schools, and other community based organizations.

Advocate on clients' behalf with the police, District Attorney's Offices, U.S. Attorney's Offices, FBI, Homeland Security Investigations (HSI), public benefits agencies, courts, medical providers and other relevant organizations.

Participate in collaborative meetings, task force meetings and other community based meetings.

Participate in multi-disciplinary team meeting where local human trafficking cases are presented and reviewed for quality and improvement of services.

Develop, expand, and strengthen coordinated case management and comprehensive victim assistance.

Make referrals to programs for which victims are eligible, including ORR and OVC Trafficking Victim Assistance Programs, and other state and local anti-human trafficking initiatives.

Maintain accurate clinical records and program statistics in compliance with funding requirements and objectives.

Participate in all human trafficking and treatment team meetings, as well as individual and group clinical supervision.

Follow all legal and ethical guidelines pertaining to the treatment of youth and families, per state and county requirements (e.g., Child Abuse Report, Duty to Warn, Confidentiality, Grievance Procedures, and Serious Incident Reporting).

Complete all other duties as assigned.

Requirements/Qualifications
MA in social work or related field required; state-licensed LCSW or LMFT or equivalent preferred, but will consider license eligible. A minimum of two years post-graduate experience with a strong background in direct clinical services, client centered approach, trauma, and dual diagnosis; A minimum of two years’ experience working with victims of human trafficking, sexual assault, domestic violence or other victim populations such as immigrants/refugees; Completion of trauma training in evidence based or promising practices; Possess the ability to make sound clinical decisions independently; Must be able to apply clinical judgment, ethics and accountability to formulate best practices in quality of care, implement treatment plans, and perform other clinical documentation; Multi-lingual or Bi-lingual Required, with strong preference given to English/Spanish. Must possess current California driver’s license, valid auto insurance and reliable transportation as well as willingness to drive personal vehicle for company business (mileage reimbursed). Hire is contingent upon passing the required pre-employment clearances.

Compensation and Benefits
Salary will commensurate experience + Bilingual pay. Eligible for employer paid benefits including medical, dental, vision, & Life Insurance, Generous vacation, sick, and holiday time-off benefits. Flexible Spending Account and 403(b) Retirement Plan available. EOE.

Physical Demands /Work Environment
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of
this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee may occasionally lift and/or move up to 15 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may be exposed in an extremely stressful environment where there are considerable mental and emotional demands. Employee will be regularly out in the community giving presentations and working with various agencies. Employee may be exposed to weather conditions prevalent at the time. The employee will be required to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer.

**Work Schedule**
40 hours a week. Times may vary per individual client needs (may include nights and weekends)
CSF Family Support Clinician (Part Time 20 hours per week)

**General Responsibilities**
Under the supervision of the Community Services for Families Program Supervisor, the Family Support Clinician will provide assessment services for CSF families with children 0-5 and have domestic violence as the reason for the referral. Assessment services may include every family member (parents and/or children) living in the home and will be conducted in the family home or at other locations as directed by client or County CWS staff.

**Specific Activities**
- Provides culturally competent, trauma informed assessment services for CSF families referred by County Child Welfare Services staff. Initial referrals may be relayed verbally or in writing.
- Provide assessments within 72 clock hours of receipt of referral, or sooner if requested by the County Supervisor.
- Prioritize cases by case type in the order stated in the CSF Statement of Work, and by those that require immediate services.
- Conduct assessments in the family’s home, jails, shelters, or other locations as directed by County CWS staff.
- Evaluate all members of the family living in the home for domestic violence, substance abuse, mental health, trauma, and other significant needs.
- Make recommendations on the basis of assessment findings for preventive or treatment services to mitigate exposure to trauma (for children) and to mitigate/treat issues negatively impacting child safety (for parent/caregivers).
- Provide initial recommendations for treatment, mental health and/or other services to County staff within 72 clock hours of assessment.
- Complete and submit a written follow up written report of assessment findings to County CWS staff within 5 business days including assessment tools used, outcomes for each family member, type and level of services recommended, likelihood of a successful treatment outcomes, formal and informal interventions to strengthen family functioning to ensure child safety, prevention services to mitigate future effects of current child trauma, Family Centered Meetings attended, CSF referrals, and other information.
- Refers clients back to the CSW Supervisor if they decline or discontinue FSC services prior to completing case plan goals or if new issues arise.
- Participates in Family Centered Meetings to discuss client progress in services and support them in achieving their case plan goals.
- Participates in Multi-Disciplinary Teams with County staff as needed.
- Participates in CSF countywide peer review process to discuss service delivery and improve upon best practices.
- Maintains ongoing communication with the CSF team to ensure quality of service delivery.
- Maintains detailed case files and documentation utilizing County approved forms and formats.
- Produces monthly reports of activities and submits to the CSF Supervisor.
- Remains culturally sensitive and respectful in all client and staff interactions.
- Participates in required staff meetings, collaborative meetings, training, County meetings and trainings, supervision, QA processes, and all other meetings and events as requested.
- Completes other duties as assigned.
**Qualifications and Requirements**
Licensed LCSW, MFT or MSW, or license eligible by the California Board of Behavioral Science plus 2 years of related experience in direct client service. Bilingual (Spanish) preferred. Training in and mastery of family systems theory such as Structural Family Therapy and application of diagnostic criteria. Strong skills in interviewing, rapport building, and assessment. Ability to make sound clinical decisions independently and to apply clinical judgment to developing effective treatment recommendations. Ability to focus on multiple priorities and meet deadlines. Must be compatible with Lifeline’s purpose and philosophy. Must have reliable transportation current auto insurance, and a valid California Driver’s license. Must be flexible to accommodate varying client schedules. Hire is contingent upon passing required clearance and background checks.

**Compensation and Benefits**
Part Time 20 hours per week, DOE, plus bilingual compensation as applicable. Eligible for employer paid benefits including medical, dental, vision, and life insurance. Generous vacation, personal time, and paid holidays. Flexible Spending Account and 403(b) Retirement Plan available. EOE.

**Physical Demands /Work Environment**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee may occasionally lift and/or move up to 15 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may be exposed in an extremely stressful environment where there are considerable mental and emotional demands. Travel is required to the schools /client homes. Employee may be exposed to weather conditions prevalent at the time. The employee may be required to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer.

**Work Schedule**
Times may vary per individual client needs (may include day time and evening hours)

**General Responsibilities**
Under the supervision of the Community Services for Families Program Supervisor, the Family Support Clinician will provide assessment services for CSF families with children 0-5 and have domestic violence as the reason for the referral. Assessment services may include every family member (parents and/or children) living in the home and will be conducted in the family home or at other locations as directed by client or County CWS staff.
Marketing and Events Coordinator

**Position Summary**
Under the general supervision of the Associate Executive Director of Philanthropy, the Marketing and Events Coordinator is a key member of the External Relations team (which encompasses fundraising, volunteerism, and marketing). The overall goal of this position is to increase the community’s financial and volunteer support for North County Lifeline’s mission, through marketing and outreach strategies.

**Specific Activities**

**Marketing and Communications**
- Develop Lifeline’s brand by refining and communicating Lifeline’s existing key messages. Expand content and messaging to market the full range of Lifeline’s mission, with the input of key Lifeline managers.
- Plan strategies for promoting Lifeline within the community, with the purpose of increasing financial and volunteer support for Lifeline’s mission.
- Develop Lifeline’s social media and online content using integrated marketing techniques, including a publishing schedule/editorial calendar. Research low-cost advertising opportunities such as Google ads or Facebook ads.
- Create content for Lifeline’s website, e-newsletter, email blasts, and social media.
- Coordinate and manage production of videos and presentations. Work with videographers, photographers, designers, and other vendors as appropriate to develop themes and scripts.
- Assist with the coordination, production and execution of mailings to support marketing.
- Increase community support of Lifeline through volunteerism, cash donations, and donation drives (such as Backpack Drives or Adopt-A-Family).
- Create a PR strategy with the goal of increasing Lifeline’s presence in the media.
- Develop press and media contacts through relationship building and outreach, and drive content.

**Outreach & Fundraising Events**
- Attend community events to promote Lifeline’s mission and engagement opportunities.
- Seek leadership roles in appropriate community, civic, and networking, and business development organizations (Service Clubs, Chambers of Commerce, Local Businesses, etc).
- Plan, organize, and coordinate Lifeline fundraising and marketing events at the direction of the AED of Philanthropy.
- Lead Lifeline’s annual event and develop new events in the future.
- Attend and support Lifeline program events to provide marketing support and content, ensuring that events are photographed and documented as appropriate for marketing purposes.
- Work evening and weekend events as needed.

**General Office Administration**
- Maintain prospect information in the GiftWorks database.
- Periodically lift and carry office supplies and/or small furnishings up to 20 pounds.
• Must demonstrate a trauma informed, culturally competent approach to providing services and interacting with staff and clientele.

Qualifications/Requirements
This position requires proven communication and interpersonal skills with a commitment to teamwork and Lifeline’s mission. The candidate must develop expertise in communicating Lifeline’s mission persuasively in written and spoken English. Spanish language skills a plus. This is a new position within North County Lifeline which will require a candidate who can take initiative and is a self-starter. The position will interact with positions and departments across Lifeline. The successful candidate will work well both in a team and independently. Experience with marketing, communication and outreach required, including social media. Must possess public speaking skills, creativity, and passion for the mission. Ability and interest in working some evenings, holidays, and weekends. Computer skills are required. BA in related field plus two years experience preferred, but equivalent work experience may be substituted.

Physical Demands and Working Conditions
Work is performed in a standard office environment and outside the office in the community. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to locations using personal vehicle; and to verbally communicate to exchange information.

Work Schedule
Full-time 40 hours per week - Monday – Friday
Weekends, evenings, and holidays as needed

Compensation & Benefits
Non-Exempt status. DOE Benefit package according to Employee Handbook. Bilingual English/Spanish compensation available for qualified candidates. EOE.
**Mental Health Clinician**

**General Responsibilities**
The Clinician provides individual and family therapy and case management to youth ages 5-20 and their families. Our families are referred by the child’s school, or are self-referred, and services are provided both in the schools and at the North County Lifeline Clinic. Our clinicians use a wide variety of counseling modalities and work in a culturally sensitive manner within a 13-session model. The position is supervised by the Clinical Supervisor, and clinicians can receive supervision hours towards BBS licensure. Bilingual candidates strongly encouraged to apply. Come join a multi-disciplinary team in a stable and well-respected social service agency, working with youth and families to help them live better lives!

**Specific Activities**
- Conducts Behavioral Health Assessments
- Develops and implements Treatment Plans
- Provides individual, family and group counseling
- Provides case coordination with other professionals including psychiatrists, primary care physicians, psychologists, IEP coordinators, schools, social workers, etc.
- Provides crisis management consultation and education.
- Meets productivity and caseload standards dictated by the contract
- Participates in multi-disciplinary team meetings to develop appropriate intervention and support the delivery of behavioral health and support services.
- Participates in individual weekly supervision.
- Participates in quality assurance review boards and maintain county documentation standards.
- Completes other duties as assigned.

**Requirements/Qualifications**
Master’s Degree in counseling, social work or related field, and BBS-registered IMF or ACSW required. Bilingual in English/Spanish required. Bilingual pay available. Able to make sound clinical decisions independently, apply clinical judgment, and perform all other aspects of quality clinical work. Must be able to handle stressful and crisis situations tactfully and appropriately, and to seek supervision when necessary. Must possess excellent written and verbal communication skills and good computer skills. Reliable transportation and clean driving record is important as clinicians provide services at multiple sites (mileage reimbursed). Training in CCBH (Anasazi) preferred but not required. Must pass required pre-employment clearances, including background checks, Drug and TB testing.

**Compensation and Benefits**
Salary commensurate with experience + Bilingual pay. Eligible for employer paid benefits including medical, dental, vision, & Life Insurance, Generous vacation, sick, and holiday time-off benefits. Flexible Spending Account and 403(b) Retirement Plan available.
**Physical Demands/Work Environment**
While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear or smell. The employee may occasionally lift and/or move up to 15 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may be exposed in an extremely stressful environment where there are considerable mental and emotional demands. Travel is required to the schools /client homes. Employee may be exposed to weather conditions prevalent at the time. The employee will be required to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer.

**Work Schedule**
40 hours a week (Monday- Friday)
Times may vary per individual client needs (may include day time and evening hours)
Bilingual Mental Health Case Manager

**General Responsibilities**
This is a school and community-based position in an outpatient mental health program. The Case Manager helps youth and families access community resources to support their mental health treatment. This includes working with families to understand their needs, educating about available services and support, and providing assistance connecting to those supports. The position is part of a multi-disciplinary team, working closely with therapists to ensure youth and families' success in mental health treatment. Join us at a long-standing and well-respected social service agency, working with youth and families to help them live better lives!

**Specific Activities**
- Provides culturally competent, family-centered evaluations to identify client needs and challenges.
- Maintains current knowledge of community social service and other resources in North County. Continually updates resource binder to ensure that it’s current.
- Provides psycho-education on how available resources may help.
- Connects families to community resources and works with parents to access and utilize available supports to promote their child's success in therapy.
- Provides ongoing case management services via school, home visits and community settings, during the day and early evening. Collaborates with clinicians, parent partners and mental health rehab staff to implement Treatment Plans.
- Completes clinical documentation as required by Medi-Cal and Behavioral Health Services contract.
- Meets billing productivity standards as determined by the contract.
- Performs outreach activities within the school district and community as designated in county contract objectives.
- Completes other duties as assigned.

**Qualifications/Requirements**
Bilingual in English & Spanish required; BA required but may consider candidate without BA if you have two years of community-based social service or case management experience. Knowledge of North County resources strongly preferred. Cerner-trained (Anasazi) preferred but not required. Must possess excellent oral and written skills; work well autonomously and with multiple people/disciplines. Must possess the ability to make sound decisions independently. Must be computer literate. Must pass required pre-employment clearances, including background checks, Drug and TB testing. Must have reliable transportation and relevant auto insurance, and a clean driving record.
**Compensation and Benefits**
Salary commensurate with experience + Bilingual pay. Eligible for employer paid benefits including medical, dental, vision, & Life Insurance, Generous vacation, sick, and holiday time-off benefits. Flexible Spending Account and 403(b) Retirement Plan available.

**Physical Demands/Work Environment**
While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee may occasionally lift and/or move up to 15 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may be exposed in an extremely stressful environment where there are considerable mental and emotional demands. Travel is required to the schools /client homes. Employee may be exposed to weather conditions prevalent at the time. The employee will be required to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer.

**Work Schedule**
40 hours a week (Monday- Friday)
Times may vary per individual client needs (may include day time and evening hours)
Child Care Attendant

General Responsibilities
Under the supervision of the Program Supervisor, provides assistance to the Parent Educator for the Community Services for Families Program (CSF). Assists the Parent Educator by overseeing the care of children of parents enrolled in the parenting classes.

Specific Activities
- Manage the set up / preparation and clean up for parenting class and childcare rooms.
- Maintain signup sheets for the children attending child care services.
- Work cooperatively with other staff (Parent Educator) to provide quality activities.
- Assist with planning/implementing and participating in individual and group activities for children ages 3 months to 10 yrs of age, such as arts and crafts, games, painting, etc.
- Deliver a structured arts and crafts and/or lesson plan to children during each session.
- Manage the set up/ preparation and clean-up of materials for planned activities and projects.
- Facilitate program activities to ensure fun and safety for participants.
- Organize and store toys or materials to ensure order in the activity room.
- Work well with and be supportive of children while monitoring children’s play activities.
- Must be reliable, responsible and have a superior attendance record.
- Must maintain confidentiality of participants.
- Perform other duties as assigned necessary to maintain program quality and compliance.

Requirements/Qualifications
High School Diploma or GED, prefer some college child development classes or some experience in an Early Childhood setting, and/or at least one year experience working with children. Professional or volunteer work with children’s groups is highly desirable. Ability to work well with children and be patient with them. CPR, First Aid Certificate required. Be able to perform general physical activities – stooping, bending, and lifting up to 20lbs.

Compensation and Benefits
$11.00 per hour to start + bilingual pay. Not eligible to receive benefit package except as required by law.

Work Hours
Part-time - weekdays four evenings. 10-12 hours per week

Physical Demand and Work Environment
While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or control; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move 20-25 pounds, and occasionally lift and/or move 30-50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. The noise level in the work environment is moderately loud.

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