



Position: Childcare Specialist & Per Diem House Parent

Reports To: Program Director (Supervised by: House Manager)

Status: Part Time

Hours: Monday 5:30pm-9:30pm; Tuesday 5:30pm-9:30pm; Thursday 5:30pm-9:30pm; additional hours as needed to cover other shifts or provide additional staff support as needed

Position Summary

The Childcare Specialist & Per Diem House Parent serves as the lead childcare provider during the evening hours for residents in our maternity shelter when they are required to be in on-site classes. The position provides care for infants and children and is responsible for developing and implementing a structured routine and curriculum for the toddlers and preschoolers who call The Haven home. The Childcare Specialist provides orientation and supervision of childcare volunteers and ensures that all playroom and playground toys, supplies and equipment are clean; functioning properly and appropriately stored each night. The position also serves as a parent educator, modeling and helping clients to develop and implement positive parenting and discipline skills. When child care services are not needed, the Child Care Specialist works as a backup House Parent responsible for providing support to residents and ensuring that the House Rules and House Parent procedures are adhered to; issuing discipline reports and/or incident reports as needed.

Qualifications

- High School Diploma or GED
- 2-3 years experience in working with infants and young children and/or pregnant or parenting teens and young adults
- Prefer seasoned candidate with parenting and/or early childhood education experience
- Comfortable serving as a role model and preference for working in a faith-based environment
- Culturally competent, trustworthy and skilled in de-escalating and facilitating conflict resolution strategies
- Must be able to become certified in Child/Infant CPR and First Aid
- Must be able to lift, hold, and carry children up to age 5
- Must be able to sit and crawl around on the floor for long periods of time to interact with children

Application Instructions

Please send resume and cover letter summarizing your related experience and minimum salary expectations to Amy McFarland at amcfarland@havenofgracestl.org. Review of resumes will begin immediately and continue until the position is filled. Applications accepted from 10:00 a.m. – 4:00 p.m., Monday – Friday.