



Houston Area Women's Center

Early Childhood Teacher - Infants

Department: Residential Client Services **Job Status:** Full Time
FLSA Status: Non-Exempt **Reports To:** Manager of Children and Youth Services
Work Schedule: Monday – Friday:9:00a – 6:00p
1 Saturday/ Month **Amount of Travel Required:** Limited

POSITION SUMMARY

Responsible and accountable for the provision of quality onsite childcare for the children living in the residential facility.

DUTIES AND RESPONSIBILITIES

- Responsible and accountable for the provision of quality childcare.
- Plan and implement safe, developmentally appropriate activities for the children in the preschool program using the four developmental domains (cognitive, language, physical, and socio-emotional).
- Provide positive guidance to children that include the following practices: redirecting, modeling, discussion, and positive reinforcement.
- Maintain a safe and nurturing learning environment that promises a commitment to children and supports a variety of learning opportunities where children are free to discover and explore.
- Communicate daily with parents about their children and give appropriate guidance, when necessary, regarding early childhood development.
- Work within CACFP guidelines to insure that each child receives optimal nutrition.
- Recognize, document and take appropriate action in case of suspected abuse, illness and/or accident, reporting the incident.
- Assist with play care, after-school, summer enrichment program, field trips and special events.
- Work within budget as set by the supervisor.
- Work evenings and Saturdays as needed

- Ensure compliance with all grantors standards, Texas Department of Protective and Regulatory Services (TDPRS), HAWC policies and procedures, and all other contract standards as required

POSITION QUALIFICATIONS

SKILLS & ABILITIES

Education:

- Bachelor's Degree preferred in Child Development, Early Childhood Education, or related field; Associates Degree or equivalent in Early Childhood Education; or Teaching Certificate

Experience:

- Minimum two (2) years childcare experience Knowledge of developmental milestones and stages (ages one to five years)
- Knowledge of the Early Childhood Classroom and NAEYC accreditation.
- Knowledge and understanding of the minimum standards and guidelines for operating a daycare center.
- Skilled in crisis intervention.

Computer Skills: Experienced in Microsoft Office specifically Excel and Outlook.

Language: Strong verbal, writing and listening skills.

Certificates & Licenses:

- Current First Aid, CPR, and TB certificates
- Possess a valid Texas driver's license, reliable means of transportation and ability to drive a van

Competencies

- Accountability - Ability to make decisions, follow-up and take responsibility for the outcome of those decisions. Ability to open and close classrooms.
- Accuracy - Ability to perform work accurately and thoroughly.
- Detail Oriented - Ability to implement daily curriculum.
- Ethical - Ability to demonstrate conforming to a set of values and accepted standards.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Reliability - The trait of being dependable and trustworthy.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.

- Flexibility in schedule is needed for staff coverage, client issues, trainings, etc.
- Understanding of issues related to residential programs and sensitivity to cultural diversity.
- Ability to maintain confidentiality of clients' information as well as shelter location for the safety of clients and staff.
- Critical thinking skills are also needed to perform duties.

Other Requirements:

- Understanding and sensitivity toward the issues of domestic violence, sexual assault and the purpose and philosophy of the Direct Services Program.
- Ability to function effectively in a crisis center with emergency situations.
- Must complete Houston Area Women's center's crisis intervention training.
- Awareness of the importance of volunteerism and its contribution to social service agencies.
- Participate in HAWC events.
- Provide one fair, tour or presentation a month.
- Maintain accurate records, statistics, and documentation of services.
- Report unsafe activities/practices in all areas of the facility to the Manager of Operations.
- Complete assigned projects from the supervisor.
- Participate in committees as needed.
- Other duties may be assigned. Should such duties become routine, the position will be reviewed and revised.

PHYSICAL DEMANDS

- Ability to stand and walk around for extended periods of time is required. Employee will also need to need to squat or bend, reach outward or upward to effectively discharge job duties.
- Job incumbent must be able to lift/carry and/or push/pull up to 40 lbs.

WORK ENVIRONMENT:

MISSION OF THE HOUSTON AREA WOMEN'S CENTER: The Houston Area Women's Center helps individuals affected by domestic and sexual violence in their efforts to move their lives forward. We provide shelter, counseling and advocacy to support them in building lives free from the effects of violence. We seek social change to end domestic and sexual violence through community awareness and education. Our services are confidential and available to everyone.

The primary work location for the incumbent in this position is at the agency's shelter location.

ESSENTIAL FUNCTION STATEMENT:

The Houston Area Women’s Center has reviewed this job description to ensure that essential functions are included with the duties and responsibilities. To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

REVIEW AND APPROVAL:

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the agency reserves the right to change this job description and/or assign tasks for the employee to perform, as the agency may deem appropriate.

Revised by:

Pam Huewitt

Date: 11/09/2015

Approval Signature: _____

Date: _____

Employee Signature: _____

Date: _____

REV 11/2015