



Title: Childcare Lead	Reports to: Program Director and Assistant Director	Department: Zach's Place	Pay Status: Non-Exempt \$20/HR.
---------------------------------	---	------------------------------------	---

MAKE A DIFFERENCE IN THE LIFE OF A CHILD!

Zach's Place childcare and respite center serves children ages 2.5-18 with disabilities (developmental, behavioral, and physical). As a CHILDCARE LEAD you will be providing children with practical life skills education, develop critical safety and self-sufficiency skills, and involve the children in community inclusion activities. You'll be working with them on fine and gross motor activities to gain interpersonal and communication skills. You'll be helping the children participate in music, art, and science classes appropriate for their different developmental levels and also engage them in our new and unique on-site horticulture therapy and garden program. The indoor and outdoor play areas include adaptive equipment for the youth to encourage physical activity.

SCOPE:

To help provide a safe, healthy, and enriching environment for children and teens served at Special Kids Special Families Zach's Place childcare and respite program. Works closely with the Program Director and Assistant Director in a supervisory role with Childcare Staff scheduled during assigned shifts. This position is under the direct supervision of the Program Directors and/or designee.

ESSENTIAL DUTIES:

- Plan enriching Early Childhood curriculum and School Age curriculum with developmentally appropriate programming while collaborating with Program Director for modifications to support children's individual needs.
- Assist as delegated with visitor/volunteer oversight
- Maintain necessary paperwork as assigned by Program Managers.
- Assist with the general appearance of the Center, and that the health and safety standards are being met, and with the safety & security of the program location, reporting any concerns to the Management Staff.
- Must thoroughly understand & demonstrate proficiency in agency incident reporting policy & procedures.
- Available to go out into the community with any client based on program needs and training if needed.
- Provide direct care, including physical care to the program's participants. May include caring for medically fragile individuals.
- Supervise and oversee the direct care staff as assigned by the management team, to include direction, encouragement, and modeling of appropriate actions.
- Follow the policies and procedures for the care of Zach's Place participants, as established by the Center and the State Department of Human Services. This includes safety plans, reporting emergencies, life skills programming and emergency procedures.
- Must effectively communicate with parents/guardians.
- Attend staff meetings and complete all required training, including medication training, with training maintenance as established by the Program Directors.
- Will work as a team member and assist other staff in the completion of tasks to maintain the Center's standards for safety and cleanliness.
- Provide for the transportation needs of the children using company van or own vehicle if needed.
- Must be willing to assist with facility management duties, recreation activities, and other areas to better serve those participating in the program.

MINIMUM QUALIFICATIONS:

- Preferred Bachelor's Degree in a Human Service/ECE or related field. Minimum requirements of Associate Arts Degree. Both degrees should have at least the minimum Early Childhood units to meet the Early Childhood Teacher Qualifications, or Level 3 early teacher qualifications from Colorado Office of Early Childhood.
- A minimum of 2 years' experience providing direct care to children, with some experience working with children with special needs.
- Must be able to lift and transfer, up to 50 lbs. and be able to stand for the majority of the shift.
- Must be available to work occasional weekend days if needed.
- Prefer one year of supervision of staff.
- Valid Driver's License, current vehicle insurance, and acceptable driving record per SKSF standards.

SALARY: \$20/hr

BENEFITS INCLUDE:

- Health, Life, Dental & Vision Insurance
- 401K
- Paid time off
- Referral Program
- Paid Holidays