

<b>Job Title</b>	Early Childcare Specialist
<b>Employer/ Agency</b>	Houston Area Women’s Center
<b>Job Description</b>	<p>The Early Childcare Specialist plans and implements the daily curriculum for children in the childcare facility. Curriculum activities are designed to promote each child’s social, emotional, physical, and cognitive development. The Early Childcare Specialist directs and coordinates each child’s personal care, hygiene, learning activities, and provides positive guidance. The Early Childcare Specialist is responsible for the providing quality onsite childcare for the children living in the residential facility by consistently maintaining a clean and safe environment, adhering to state, local, funder, and agency regulatory rules and regulations.</p> <p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>• Plan and implement safe, developmentally appropriate activities for the children in the program using the four developmental domains (cognitive, language, physical, and socio-emotional).</li> <li>• Provide positive guidance to children that include the following practices: redirecting, modeling, discussion, and positive reinforcement.</li> <li>• 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.</li> <li>• Communicate daily with parents about their children and give appropriate guidance, when necessary, regarding early childhood development. Division: Residential Client Services Job Status: Full-Time FLSA Status: Non-Exempt Work Model: 100% Onsite Position Code: 369 Reports To: Manager of Children and Youth Services Direct Reports: None</li> <li>• Work within the Child and Adult Care Food Program guidelines to ensure that each child receives optimal nutrition.</li> <li>• Recognize, document, and take appropriate action in case of suspected abuse, illness and/or accident, reporting the incident.</li> <li>• Assist with play time, after-school, summer enrichment program, field trips and special events.</li> <li>• Ensure compliance with all grantors standards, Texas Department of Protective and Regulatory Services, Houston Area Women’s Center policies and procedures, and all other contract standards as required.</li> <li>• Other duties may be assigned.</li> </ul>
<b>Qualifications</b>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• High School Diploma or equivalent with 3 years’ experience OR</li> <li>• Associates degree in Early Childhood Development and 1 year experience</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience with children ages 6 weeks to 5 years old.</li> <li>• Experience within minimum standards and guidelines for operating a daycare center.</li> <li>• Understanding of crisis intervention preferred</li> </ul>

<b>Salary/Hours</b>	Full-Time Work Schedule: • Monday – Friday 12:00 p.m.-9:00 p.m.
<b>City, State, Zip</b>	Houston, TX
<b>Application Method</b>	Apply Here: <a href="https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=375885033217726F70F9776A0B3CFE54">https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=375885033217726F70F9776A0B3CFE54</a>
<b>Opening Date</b>	Immediately

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