

POSITION TITLE: Children's Waiting Room Staff

SALARY LEVEL: \$15.00

FLSA STATUS: Non-Exempt

REPORTS TO: Program Director

HOURS: 9-hour shift, 8am - 5pm Monday – Friday. Occasional need to work past 5pm.

SUMMARY:

Children's Waiting Room provides a safe, nurturing place for children to play away from the courtroom or other legal business that the adults in their life need to take care of. Staff engage in developmentally appropriate and fun activities while caring for the child's needs. The staff serves children birth thru twelve years in age. Staff are responsible for the daily upkeep of the area and items used by and for the children.

PRINCIPAL ACCOUNTABILITIES:

1. Maintain awareness of the needs of each individual child, responding in a positive and nurturing manner.
2. Implement and engage in child related activities to establish positive relationships.
3. Professional engagement with parents/caregivers that trust us to care for their children
4. Serve snacks.
5. Ensure forms, documentation and reporting are complete.
6. Maintain the area in a clean, safe and orderly manner.
7. Establish cooperative relationships with co-workers.
8. Attendance to meetings and trainings as required.
9. Familiar with and adherence to all established policies and procedures.
10. Other duties related to supporting children and families as assigned by supervisor.

PHYSICAL REQUIREMENTS:

These requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

- Regularly lifting, standing, walking, sitting, listening, talking, and using hands and fingers, while occasionally climbing or balancing, stooping, kneeling, crouching, crawling, and reaching with hands and arms.
- Ability to lift up to 30 pounds.
- Specific vision requirements include close vision and the ability to adjust focus.

WORKING CONDITIONS:

Work is generally performed in a child center environment with a moderate to high noise level. Work is performed in an environment where there is exposure to children ages birth to age 12 and clients of varying socio-economic and health conditions.

MINIMUM REQUIREMENTS

- Ability and desire to work with children.
- One year of experience working directly with children, or 2 years of social service education.
- Ability to follow directions and work effectively with many different personalities.

- Must be 21 years old to apply or at least 18 years old with one of the following:
 - Have an associate of arts, the equivalent degree, or greater
 - 2 academic years in an identified field of study
- Understanding, commitment, and application of Vanessa Behan's core values (excellence, humility, passion, and relationships) resulting in positive feedback about work from leadership, peers, volunteers, and outside constituents
- Ability to complete: TB test, TDaP booster, background check, yearly flu shot and food handlers permit
- Excellent communication skills
- Good time management
- Skilled in organizing and prioritizing
- Ability to promote and participate in a teamwork environment