

Childcare Assistant

Reports to: Administrative Support Coordinator

Position Status: Hourly, Non-exempt from over time

Founded in 1920, Momentous Institute is committed to offering services that are systemic, trauma-informed, and include brain and strengths-based perspectives. Comprehensive therapeutic services annually offered to over 5,500 children and family members focus on building and repairing social emotional health so families can achieve their full potential. With an emphasis on innovation, collaboration and training, Momentous Institute offers a truly dynamic work environment.

Role: Childcare Assistant will care for children ages 3 to 10 in group settings of 4 to 12 kids during activities. Each group will be monitored by 2 or more Childcare Assistants at all times to ensure the safety and care of the kids. This Childcare service is provided for kids while parents/care takers participate in therapeutic activities on site. Most of the childcare needs will be Weekdays between 5:30pm to 8:00pm. The work assignment is on as needed basis and will schedule Childcare Assistants as their schedule permits.

Duties:

- Observe and monitor children's play activities. (Ages range 3yrs to 10yrs old)
- Keep records on individual children any time a child is hurt.
- Instruct children in health and personal habits such as eating, resting, and toilet habits.
- Read to children, and teach them simple painting, drawing, handicrafts, and songs.
- Organize and participate in recreational activities, such as games.
- Organize and store toys and materials to ensure order in activity areas.

Requirements/Qualifications:

- Must have a HS Diploma or equivalent
- Must have good Communication Skills, Decision-making Skills, Instructional Skills, and Interpersonal Skills
- Must be very Patient, and have Physical Stamina to work with children
- Must be at least 18 years' old
- Must be authorized to work in the US
- Bilingual English/Spanish preferred but not required

Desired personal qualities:

Integrity, initiative, energy, enthusiasm, flexibility, ability to receive feedback, and a sense of humor.

Interested:

- Applications are currently being accepted and the position will remain open until filled.

Please send letter of interest and resume to:

Bridgette Contreras

Administrative Support Coordinator

bcontreras@momentousinstitute.org

- Momentous Institute maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.
- All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry

Policy Statement

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute will fully cooperate with authorities if allegations of abuse are made requiring investigation.