

Administrative/Childcare Assistant

Reports to: Administrative Support Coordinator

Position Status: Hourly, Full Time, 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: The Administrative/Childcare Assistant supports the Therapeutic Services programs, providing a solid efficient operational foundation for the work of the agency's direct service staff.

Administrative Assistant Duties:

- Answer and thoroughly screen incoming calls
- Receive and distribute all incoming and outgoing postal and interoffice mail
- Collect and update information for new client intake/triage and serve as back up for all incoming calls
- Schedule, cancel, and modify client appointments in Clinicians Desktop
- Collect and properly document all client monies received
- Maintain efficient office workflow including, processing faxes and postage, managing client files as needed and maintaining office supplies
- Properly greet and direct clients, visitors, and volunteers to their appropriate location
- Provide coverage in the absence of other members of the administrative assistant team
- Provide general office support and complete other duties as assigned by Administrative Support Coordinator/Intake Coordinator

Childcare Duties

- Observe and monitor children's play activities. (Ages range 3yrs to 10yrs old)
- 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
- Maintain incident reports on individual children as needed

Requirements/Qualifications:

- Must have a HS Diploma or equivalent
- Must have good communication, decision-making, instructional, and interpersonal skills
- Must be very patient, have stamina to work with children, and have a basic understanding of developmentally appropriate activities for children
- Must be at least 18 years' old
- Must be authorized to work in the US
- Bilingual English/Spanish preferred

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.