



Position Title: Child Watch Coordinator-Rung for Women/Part-time
Responsible to: Director of Clinical Services
Effective Date: December 7, 2020

Position Summary:

Provident Behavioral Health is proud to meet its mission statement each and every day: *Building brighter futures through exceptional behavioral health services, especially for those with the greatest need.* Our partnership and collaboration with Rung for Women helps us continue our mission along with helping Rung Members reach their goals of holistic self-sufficiency, well-being and long-term stability.

The Child Watch Coordinator is a part-time position for approximately 10 hours a week, Monday-Friday and some Saturdays. This position will be working with up to 10 children, ages 3-12 years old, providing child care while Rung for Women members are on site for programming. The Child Watch Coordinator will provide a safe, friendly and fun environment for the children in the program.

Job Requirements and Qualifications:

Minimum Required Education:

High school diploma or equivalent

Preferred Experience/Certifications:

At least one year of experience working with children 3-12 years old

Pediatric CPR/Frist Aid certification

Other Skills Required:

- Serves as a representative of Provident, displaying courtesy, tact, consideration and discretion in all interactions with Rung Members, Rung staff, other co-designers and stakeholders.
- Ability to work independently and remotely.
- Ability to effectively communicate information and ideas both orally and in writing.
- Excellent organizational skills, including the ability to work productively and make decisions.
- Ability to maintain strict client confidentiality.
- Proficient in using Outlook and Microsoft Office applications (Microsoft Word, Excel and PowerPoint).



Working Conditions/Environment:

- Will be required to work evenings and some Saturdays.
- Occasional lifting, bending, and carrying up to 55lbs.
- Must have access to a reliable vehicle.

Responsible to:

Director of Clinical Services

Essential Duties and Responsibilities:

- Ability to provide developmentally appropriate enriching opportunities to children 3-12 years old.
- Attend meetings as assigned by the Director of Clinical Services.
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- Organize and supervise games and other recreational activities to promote physical, mental, and social development.
- Provided tutoring or assistance with homework.
- Establish rapport and confidence of parents by maintaining open communication, greeting parents at arrival and departure, and maintaining a professional and courteous demeanor.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Provident Behavioral Health is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

When submitting your application please also complete the Predictive Index using the link below:

<https://assessment.predictiveindex.com/bo/6KH/ChildWatchCoord>