

Job Title	Early Childcare Specialist Full-Time
Employer/ Agency	Houston Area Women’s Center
Job Description	<p>As 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> <ul style="list-style-type: none"> ▪ You will plan and implement safe, developmentally appropriate activities for the children in the program using the four developmental domains (cognitive, language, physical, and socio-emotional). ▪ You will provide positive guidance to children that include the following practices: redirecting, modeling, discussion, and positive reinforcement. ▪ You will 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. ▪ You will communicate daily with parents about their children and give appropriate guidance, when necessary, regarding early childhood development. ▪ You will work within the Child and Adult Care Food Program guidelines to ensure that each child receives optimal nutrition. ▪ You will recognize, document, and take appropriate action in case of suspected abuse, illness and/or accident, reporting the incident. ▪ You will assist with play time, after-school, summer enrichment program, field trips and special events. ▪ You will 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. ▪ Other duties may be assigned.
Qualifications	<ul style="list-style-type: none"> ▪ High School Diploma or equivalent with 3 years’ experience. OR ▪ Associates degree in Early Childhood Development and 1 year experience ▪ Experience with children ages 18 months-24 months old. ▪ Experience within minimum standards and guidelines for operating a daycare center. ▪ Understanding of crisis intervention preferred ▪ Proficiency in Microsoft Office (Word, Excel, Outlook, and Teams). ▪ Computer savvy and able to learn new applications and systems quickly. ▪ Strong data-entry skills. ▪ Current First Aid – CPR required. ▪ Childhood Development Certificate preferred. ▪ Texas driver’s license with a good driving record; ability to travel to off-site locations, utilizing personal transportation. MVR required – Must be able to drive van
Salary/Hours	<ul style="list-style-type: none"> ▪ Hourly Compensation: \$17.02 ▪ Pay schedule: semi-monthly

	<ul style="list-style-type: none"> ▪ Medical, Dental, Vision, Life and Disability Insurance Programs ▪ Generous Paid time Off- 11 paid holidays per year, 3 personal holidays per year, 15 paid Vacation days per year, Approx 7 hours per month of accrued Sick days. ▪ 401K the agency matches 125% of employee contributions up to 4% of the annual salary of a full-time employee. ▪ Company paid Life Insurance ▪ Company paid Long Term Disability ▪ Employee Assistance Program
City, State, Zip	Houston, TX
Application Method	Apply Here: https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=204089&clientkey=375885033217726F70F9776A0B3CFE54
Opening Date	Immediately

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