

Job Announcement

Job Title	Early Childhood Specialist
Location	Colorado Springs
Compensation	\$12.83 - \$13.51/hour DOE PT position at 25 hrs/wk
FLSA Classification	Nonexempt
Application Deadline	Open Until Filled

Company Overview

Catholic Charities of Central Colorado, Inc. is the social service arm of the [Diocese of Colorado Springs](#). It was incorporated as a 501(c)(3) human service organization in 1968. It is currently one of over 1,600 [Catholic Charities USA](#) social service agencies in the United States.

Catholic Charities provides social services throughout a 10-county area with most of the services targeted to people living in Colorado Springs, Castle Rock, El Paso County and Douglas County. The agency is accredited by the [Council on Accreditation](#) and provides services to people of all races, backgrounds, and beliefs.

Catholic Charities *Provides Help and Creates Hope* for people who are poor and vulnerable in our area through the efforts of a wide range of programs and services.

Job Summary

To maintain a safe, comfortable, and nurturing atmosphere for the children visiting the Family Connections programs by exuding a positive influence and a genuine love of engaging young children. This includes engaging children in different types of play and looking after their emotional and physical well-being while organizing daily activities and educational experiences to help with a child's development. Prepare snacks for children, making sure that they are aware of personal hygiene rules, and attending to any of their other basic needs is also required. Foster learning, literacy, and language skills for young children and child development education for parents.

Full details and employment application are available at www.CCharitiesCC.org

Qualifications

- Associates or Bachelor's degree, or Childcare certificate or license preferred.
- Child development associate (CDA) or certified child care professional (CCP) credentials a plus.
- Bilingual Spanish/English preferred.
- Experience caring for children of various ages with an emphasis on early childhood – birth – 5.

To Apply

Submit a [cover letter](#), [resume](#), and [completed employment application](#) (available at www.CCharitiesCC.org) to HR@ccharitiescc.org.

Catholic Charities of Central Colorado Job Description
Early Childhood Specialist

Reports To: Early Childhood/Parent Education Manager **Department:** Family Connections

FLSA Classification: Non-Exempt **Salary Range:** \$12.83 - \$13.51/hour

Titles Supervised: Volunteers

Evaluation: First six months of employment and annually thereafter

General Purpose

To maintain a safe, comfortable, and nurturing atmosphere for the children visiting the Family Connections programs by exuding a positive influence and a genuine love of engaging young children. This includes engaging children in different types of play and looking after their emotional and physical well-being while organizing daily activities and educational experiences to help with a child's development. Prepare snacks for children, making sure that they are aware of personal hygiene rules and attending to any of their other basic needs is also required. Foster learning, literacy, and language skills for young children and child development education for parents.

Essential Duties and Responsibilities

- Provide overall child care for children of parents who are receiving services through Family Connections, including those attending day ESL classes.
- Maintain a safe, comfortable, and nurturing atmosphere.
- Track attendance and implement a sign-in and sign-out policy for children and their parents.
- Maintain communication with parents and provide a linkage to Family Life Coaches as a means of advocacy and referral for issues concerning parents and families.
- Work as a team member with other Family Connections staff and volunteer childcare helpers.
- Maintain a sense of discretion and respect for parents and their children.
- Maintain confidentiality and privacy of all family information and records.
- Work with other providers who may support literacy activities for children in care.
- For children regularly attending, evaluate and document children's progress to include physical, educational, emotional, and social needs on a session basis.
- When time allows, assist with child development based curriculum service delivery to parents that could include *Bright By 3*, *Mothers & Babies*, *Vroom*, *Safe & Secure* and a variety of topics through *Parenting on the Go*, and other programs as developed.
- Monitor supplies and initiate material requests.
- With the assistance of the Early Childhood/Parent Education Manager and Alliance for Kids when appropriate:
 - Coordinate and facilitate the Playgroups including:
 - Create a program draft (time frames for activities large/small, circle time, snack, etc.).
 - Create participant expectations: attendance and participation, parental supervision, etc.
 - Market and promote the groups, receive calls/emails to register families, track registrations and attendance, administer pre and post surveys, and provide data to AFK.
 - Provide parenting information to promote positive parenting practices.
 - Create a venue for parents to create a social network and support system, including community resources.

- Introduce parents (and model) school readiness and early literacy activities, and provide opportunities for children to engage in early literacy and school readiness activities such as circle time-story time, finger plays, songs with musical instruments, and rhyming.
- If space is available, provide a safe place for large motor play (bikes, small slide, mini-basketball hoop, parachute, etc.).
- Introduce fine motor skills through crafts (beading, cutting, coloring, etc.).
- Look for yellow/red flags in development and refer to early intervention/child find.
- With the assistance of the Early Childhood/Parent Education Manager, assist with and supervise the children's component for the *Infants, Toddlers & Preschool* curriculum for the Nurturing Parenting program classes. Work in collaboration with other staff and volunteers for the joint parent/child sessions.
- Follow curriculum guidelines for activities that foster learning, literacy, language skills and age-appropriate child development.
- With the assistance of the Early Childhood/Parent Education Manager, coordinate with the ESL Site Coordinator to achieve the goals and purpose for the parents and children enrolled in the ESL childcare program.
- Availability and willingness to attend Early Childhood Best Practices trainings and Nurturing Parenting program trainings.
- Mandatory reporting of suspected child abuse per agency policies and procedures.

Education/Experience

- Associates or Bachelor's degree, or Childcare certificate or license preferred.
- Child development associate (CDA) or certified child care professional (CCP) credentials a plus.

Skills & Competencies

- Ability to work with a variety of people
- Sensitivity to cultural differences
- Knowledge of early childhood development and can facilitate educational programs
- Skilled working with parents and young children and their developmental needs
- Can function within a team approach to service delivery

Requirements

- Bilingual Spanish/English preferred.
- Experience caring for children of various ages with an emphasis on early childhood – birth – 5.
- Ability and willingness to work within the established structure of Catholic Charities.

Work Environment

- Assigned duties are performed in an office and childcare environment, but must physically be able to pick-up and hold small children and babies.
- Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of this position.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

Employment Experience: List all of your current and previous positions (paid and unpaid) in chronological order starting with most recent. Please complete this section and attach additional sheets as needed even if you submit a resume.

1. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____

Reason for leaving _____

2. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____

Reason for leaving _____

3. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____

Reason for leaving _____

4. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____

Work Performed

Reason for leaving _____

5. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____

Reason for leaving _____

6. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____

Reason for leaving _____

7. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____

Reason for leaving _____

Of the jobs you have held, which did you like the most, and why? _____

Of the jobs you have held, which did you like least, and why? _____

May we contact your present employer? ___ YES ___ NO

Please list 3 professional references

1. Name _____ Telephone _____
Address _____ Relationship _____

2. Name _____ Telephone _____
Address _____ Relationship _____

3. Name _____ Telephone _____
Address _____ Relationship _____

In order for your application to be considered, you must sign the Applicant's Declaration, Authorization, and Release.

Applicant's Declaration, Authorization, and Release

Any applicant who knowingly or willfully makes a false statement of any material fact or thing in the application is guilty of perjury in the second degree as defined in Section 18-8-503, C.R.S., and, upon conviction thereof, shall be punished accordingly.

My answers on this application and on any resume I provide are complete and true. I understand that the submission of any false or incomplete information in connection with my application, whether on this or other documents or in interviews, will be cause for the rejection of my application or the termination of my employment at any time. I authorize Catholic Charities of Central Colorado, Inc. and its agents to verify any information related to my application or resume. I also authorize all individuals, schools, employers, and law enforcement officials to freely provide any information concerning my background, and I hereby release any and all of them from any liability for doing so.

Print Name

Signature

Date

Background Checks. State and Federal background checks will be completed on all applicants prior to receiving an offer of employment for available positions with Catholic Charities of Central Colorado.

E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Catholic Charities of Central Colorado participates in E-Verify. For more information on your rights and responsibilities as an applicant, please visit: <https://www.e-verify.gov/>

Work Visas. Catholic Charities of Central Colorado does not sponsor work visas. All eligible applicants must be currently authorized to work in the United States on a full-time basis.