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| Title: Childcare Assistant and Van Driver | FLSA: Non - Exempt |
| Hours: 1-15 hours a week, part-time afternoons and evenings, work days negotiable, schedule arranged in advance | Salary Range: \$13.69 - 15.87 an hour |
| Department: College of Hope | Reports to: Program Manager |

Overview:

Do you want to make a positive difference in Snohomish County? Are you looking for a team-centered environment to flourish while growing your skill set? Then check us out.

Housing Hope and HopeWorks agencies are the major non-profit developer of affordable housing and provider of human services in Snohomish County and Camano Island. Our mission is to promote and provide affordable housing and tailored services to reduce homelessness and poverty for residents of Snohomish County and Camano Island. We achieve this through a variety of interventions including social enterprises, children’s services, subsidized housing opportunities and services, employment, education and training services.

We are earnestly invested in dismantling the effects of systemic racism throughout Snohomish County and Camano Island. We are looking for people who are passionate about serving people. Dedicated professionals to assist in fulfilling our mission and advancing our commitment to diversity, equity and inclusion throughout our communities.

This position provides a valuable backup role in providing an encouraging and productive environment for our program participants and their children. It requires a passion for children and helping others coupled with a high degree of customer friendly skills.

Benefits Package:

- Washington Paid Leave Accrual
- Employee Assistance Program
- Supplemental Insurance
- Core trainings and ongoing organizational development
- Dedicated Fun Hub committee to providing events, celebrations and ongoing activities
- Discounted tickets to events

Essential Job Duties:**Childcare Provider**

1. Provide a structured interactive environment for the children of the families that participate in the College of Hope learning opportunities.
2. Abide by Covid and Company protocols as kids are allowed into the childcare area
3. Maintain a structured interactive class time for the children (i.e. craft, activity, snack)
4. Ensure the safety and well-being of the children
5. Keep childcare information sheets on hand during class times
6. Verify and uphold that parents sign children in and out for each class
7. Inform volunteer helpers about the class program so they stay in sync
8. Delegate tasks amongst helpers and/or children
9. Sustain composure and a professional attitude that is positive and sensitive to children and their families
10. Preserve confidential information including about children and their families
11. Follow disinfection protocols
12. Reset the childcare facility to reflect picture in childcare file

Van Driver:

1. Transport families to and from the College of Hope classes. This includes picking up families at various Housing Hope sites and safely transporting them to the location of the class and returning them back to their homes.

Non-Essential Job Duties:

1. Assist with routine office work as required.
2. Assist with office tasks as assigned
3. Other tasks or responsibilities as assigned to keep the center safe, clean and healthy.

Requirements:

- At least 18 years of age
- Valid WA State Driver's license with an excellent driving record for prior two years
- High school diploma or GED equivalent (or in the process of obtaining)
- Criminal history & background check completed
- Negative TB test completed
- Infant/Child CPR & First Aid certification or obtained within 30 days of hire
- Food handlers permit required
- Ability to work evenings
- Follow written and verbal instructions
- Must enjoy working with children
- Dependable, reliable and willing to commit to the schedule
- Physically able to perform the activities required by the position

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly and extensively required to use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms, may be required to perform repetitious movements for long periods of time in order to complete a task, stoop, kneel, crouch, or crawl and talk or hear.
- The employee frequently is required to climb, walk, sit, and talk or hear.
- The employee is regularly required to stand; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift, carry, push and pull up to 25 lbs. frequently. Items that are over 25 lbs. must be lifted, carried, pushed, pulled, or moved with proper equipment for assistance (dolly) and proper safety procedures must also be followed.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Ability to work in a general office environment as well as outdoor environment. Possible exposure to weather—heat, wet, cold, wind, and noise.

We at Housing Hope are trauma-informed and committed to excelling in creating a holistic, diverse, inclusive, uplifting and appreciative environment. We endeavor to be inter-culturally competent and trauma informed in all our practices and procedures. This simply means that we are attentive to the needs of the workforce. We embrace and practice a high standard of diversity and inclusion and strive for equity for all persons regardless of race, color, religion, citizenship, national origin, veteran status, marital status, political affiliation, sexual orientation, gender identity, disability, sex, age, status in regard to public assistance, or any other basis protected by local, state or federal law.