



Red Caboose Child Care Center, Inc.

SOCIAL WORKER

JOB ANNOUNCEMENT

Overall Responsibilities

This position is a full-time Limited Term Employment with the possibility for Permanent Placement for the Red Caboose Child Care Center Inc. This position is a grant-based program from the Equitable Recovery Fund allowing Red Caboose Child Care Center, Inc to formalize a trauma-informed care system in the childcare and school-age programs. The grant ending date is December 2024.

Qualifications

Education – Minimum of a BA in Social Work with three years relevant experience, Masters degree preferred

Experience – Three years of relevant experience working in social work with Early Childhood and Elementary aged youth, family development, committee leadership, training staff and parents with a focus on trauma-informed care practices.

Skills- Empathy, critical thinking, active listening, cultural humility, problem-solving, preparation and planning, interpersonal, organizational, and communication skills, research and analysis and decision making, ability to handle stress, patience and adaptability, advocacy, identification and connection to community resources, team approach, leadership skills, creativity, flexibility, time management, behavior management, positive regard for children and families, energetic, knowledge of and supporting child development, interdisciplinary approach, and interaction. Strong organization and time management skills; excellent written and verbal communication skills.

To Apply:

Send your cover letter, resume, and names plus contact information for three references to jobs@redcaboosechildcare.org

AFFIRMATIVE ACTION - EQUAL OPPORTUNITY EMPLOYER
Minorities are encouraged to apply

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SOCIAL WORKER
JOB DESCRIPTION

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III. Specific Duties

A. Parent Workshops Coordinator

1. Work with the Program Directors to determine training for program staff and board members on the topic of trauma-informed care.
2. Work with Executive Director and Program Directors to ensure a high-quality educational opportunity for families.
3. Coordinate logistics (i.e. facilitators, media equipment, workshop confirmations, staff participation, childcare needs) for any workshops or volunteer activity.
4. Contact and set up parent group facilitators and parent workshop presenters.
5. Co-Facilitate Parent Discussion Groups
6. Market the classes to ensure attendance.
7. Serve as primary contact for workshop presenters, group facilitators and parent volunteers.

B. Parent Liaison and Resource Coordinator

1. Ensure that parents have effective mechanisms for obtaining information about upcoming classes, events, and community child development-related resources.
2. Support parents and staff during meetings pertaining to the child.
3. Support Program Directors with parent meetings related to child development and needs.

C. Program Support

1. Be on-site to observe and support children and teachers
2. Maintain communication between Executive Director and Program Director through daily verbal communication and team meetings.
3. Connect with community resources to bring direct support and/or referral services to Red Caboose

D. Administrative

1. Establish timelines and priorities for administrative tasks.
2. Work with the Executive Director to determine policies and procedures that need to be updated reinforcing trauma-informed care.
3. Create a directory of potential workshop leaders and outside resources for present and future contact.
4. Provide the Executive Director and School Age Program Director with pertinent information and forms.
5. Serve on the Education Committee and other committees as needed.
6. Schedule and communicate Red Caboose-based transportation.
7. Work with the Executive Director to document Equitable Recovery Fund reports.