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**Childcare Specialist
Children's Waiting Rooms
Center on Juvenile and Criminal Justice**

The Center on Juvenile and Criminal Justice (CJCJ) is a non-profit organization whose mission is to reduce society's reliance on incarceration as a solution to social problems. Visit www.cjcj.org for more information.

CJCJ is currently seeking an energetic full-time Childcare Specialist for our Children's Waiting Rooms (CWR) Program. The CWR provides unlicensed childcare services in a safe and positive environment for children aged 0 to 18 years old. Our services are primarily for children of parents/guardians who are conducting business within the Superior Courts. The program predominantly serves children of low and moderate-income families. Learn more about the program at <http://ow.ly/ZeAF8>.

The Childcare Specialist will provide children with stimulating educational and indoor recreational activities, offering a supportive space for kids so they are not exposed to the sometimes serious happenings that occur in a courtroom. Additionally, the Specialist facilitates child and family contact visits in a specialized visiting room in the County Jail. These visits support youth in maintaining a bond with their incarcerated fathers.

Duties and Responsibilities:

- Provide fun indoor exploratory, educational, recreational, and interesting opportunities for children
- Participate in and facilitate activities and thoughtful play with up to 15 children at any given time
- Coordinate and conduct child and family contact visits for incarcerated fathers and their children in the County Jail
- Support and assist supervisors, colleagues, and volunteers in operating the rooms, and in the overall upkeep and appearance of the rooms
- Promote program awareness, conduct outreach, and maintain excellent relations with courthouse and other department personnel
- Ensure proper documentation of each youth served and completion of necessary forms
- Participate in relevant trainings and maintain CPR, First Aid, and other required certifications

Qualifications:

- Experience and genuine enthusiasm to work with children of all ages and diverse backgrounds
- Practice providing cultural sensitivity and respect to parents/guardians and children with varying behavioral and/or developmental needs

- Professional work ethic: dependable and punctual, while also being adaptable and flexible to changing needs
- Excellent communication skills with a good sense of humor
- Willing to change diapers as and when needed, and feed babies and children
- Able to pass a background check to work in the SF County Jail
- Familiarity working as part of a team and independently with a pleasant demeanor and a can-do attitude
- Educational credits, certification, or coursework in Child Development, Early Education, or related field preferred; OR comparable experience working with children with complex backgrounds
- Spanish-speaking a plus

Compensation:

This is a full-time 40 hours per week position. We offer a comprehensive benefits package, a casual work environment, and a great team of committed professionals. The hourly rate will range from \$13.50/hour to \$16/hour, depending on experience. Benefits include full health insurance, dental insurance, life insurance, 12 paid holidays annually, 10 sick days annually, and 10 vacation days for the first year of employment. Vacation benefits increase depending on seniority.

This position reports directly to the Deputy Director, who also serves as the Director of the Children's Waiting Rooms Program.

To Apply:

Email letter of interest and resume in response to this posting to cjcjoffice@gmail.com, with "Childcare Specialist" in the subject line of your email. Position will remain open till filled.

WOMEN, PERSONS OF COLOR, EX-OFFENDERS, AND DIFFERENTLY ABLED PERSONS ARE ENCOURAGED TO APPLY.