



# Center for Human Services

Administrative Offices: 17018 – 15<sup>th</sup> Ave NE ~ Shoreline WA 98155 ~ 206-362-7282 V/TDD ~ Fax 206-362-7152 ~ E-mail: admin@chs-nw.org

## Job Announcement

### **Children's Program Specialist Northshore Family Center**

#### **GENERAL DESCRIPTION**

The Children's Program Specialist works to ensure that the highest quality of programming and care is provided to all children participating in the Northshore Family Center. Reports to the Northshore Family Center Program Manager. This is a non-exempt position. Bi-Lingual/Bi-Cultural candidates are encouraged to apply.

#### **MAJOR RESPONSIBILITIES**

- Provides all services utilizing a strengths-based, family-focused and integrated approach
- Provides services in a culturally competent manner
- Develops and implements creative, age appropriate activities for children with a predictable routine
- Models developmentally appropriate, interactive behavior with parents and children
- Provides a safe, clean, and healthy environment in the Children's Room at all times
- Assists in training and supervising volunteers for childcare and tutoring
- Participates in creating and maintaining a workplace that values diversity and treats everyone with respect without regard to race, color, age, religion, creed, gender, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability
- Demonstrates teamwork and open communication
- Provides services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintains documentation in a timely, thorough and accurate manner
- Follows agency policies and procedures, RCWs, WACs, and other external regulations
- Follows CHS's Code of Ethics
- Performs other appropriate tasks related to your professional role as needed

#### **MINIMUM REQUIREMENTS**

- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Experience and demonstrated ability to successfully work within a diverse cultural setting and provide culturally competent services
- Ability to work cooperatively as part of a team
- Prompt and consistent attendance during scheduled working hours
- Conversational Spanish ability
- Early childhood education (45 credits) or one year experience working with young children in childcare or educational settings
- Demonstrated knowledge of children, child development, and appropriate adult behavior with children
- Knowledge of family support principles and a family centered environment
- Willingness to submit to and pass a criminal background check
- Annual TB test
- Ability to work in an unstructured and unpredictable setting, ability to adapt to change
- Sense of humor

#### **LOCATION**

This position is located within the Family Support Department at the Northshore Family Center (18414 103rd Ave NE Bothell, WA 98011)



## **SALARY**

\$10.40 – \$13.00/hour, depending on experience. Mondays, Tuesdays, and Thursdays 6:00pm – 9:00pm. Occasional Friday evenings through the end of December.

## **APPLICATION PROCEDURE**

Submit cover letter and resume electronically to [rborella@chs-nw.org](mailto:rborella@chs-nw.org) and reference job #NFC-17

## **CLOSES**

Open until filled.

The Northshore Family Center opened in 2004 as part of the Center for Human Services' Family Support department.

The Mission of the Family Support is to *provide a safe and fun place where all families and individuals benefit from diverse resources, learning opportunities and make community connections in North King and South Snohomish Counties.* We envision a strong community where participants, staff and partners come together to create thriving children, vital individuals and stable loving families.

Center for Human Services operates three family centers:

- Ballinger Homes Family Center (serving a public-housing community in Shoreline)
- Northshore Family Center (serving the cities of Bothell, Kenmore and Woodinville)
- Shoreline Family Support Center (serving the cities of Lake Forest Park and Shoreline)

Services at the family centers are based on the Family Support Principles, a strengths-based model that focuses on the promotion of healthy families. Family Support staff work in partnership with families to provide opportunities that are accessible, community-based and culturally relevant.

Family Support Programs encompass the following goals:

1. Young children are prepared to enter kindergarten.
2. Youth have a safe place to learn and grow academically, socially and emotionally
3. Adults have access to peer support and community-based learning

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CHS is an Equal Opportunity Employer

The mission of the Center for Human Services is to strengthen the community through counseling, education and support to children, youth, adults and families in North King County and South Snohomish County.

Our Values: Embrace diversity, provide accessibility, champion collaboration, demand accountability, personify integrity, and to have fun.

