

Opening Date: 12-2-09  
Closing Date:

**Greater Philadelphia Urban Affairs Coalition**  
**Job Description**

**TITLE:** Childcare Worker (Part Time)  
**DEPARTMENT:** DHS/Achieving Reunification Center  
**REPORTS TO:** Parent Services Coordinator (Child Learning Center Unit)  
**SALARY RANGE:** \$9.75 per hour (20-25 hrs per week)

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**PROGRAM SUMMARY**

The Department of Human Services (DHS) is the lead agency and administrator of the Achieving Reunification Center (ARC). First of its kind, ARC is a one-stop program to help parents expedite reunification and permanency with their children in out-of-home placement. The program recognizes that many families in the child welfare system are also involved with other service systems with competing mandates and timelines. The competing mandates many times, make it difficult for parents/caregivers to achieve reunification within the required time periods under the Adoption and Safe Families Act (ASFA).

ARC was developed in collaboration with Philadelphia Workforce Development Corporation (PWDC) and the support of the Department of Public Welfare to bring systems together to help parents achieve positive outcomes. Through ARC, parents/caregivers are provided concrete individualized support including information and training on quality and safe housing, employment with benefits and wage growth opportunities, continued education, and a host of other practical daily living requirements.

**POSITION SUMMARY:**

The Childcare Worker (part time) of the Achieving Reunification Center is a support level position; and very high-paced. The Childcare Worker role is to supervise, care for, and teach children in day-care programs. Childcare Worker must successfully undergo the Pennsylvania Child Abuse Clearance, and the Pennsylvania State Criminal History check.

**KEY DUTIES AND RESPONSIBILITIES**

1. **ARC Administration:** Responsible for reporting on childcare status to Parent Services Coordinator of the Child Learning Center using several tools that include childcare attendance and reporting at multi-disciplinary team meeting forums (MDT). Responsible for participating in MDT and other management meetings to offer information that reflects the utilization of the learning center, children play activities and achievement (based on fun play activity) and to discuss any challenges/barriers to usage as required. Complete P/C case narratives at the conclusion of each child contact.
2. **Child Learning Center Unit Administration:** Provides leadership for and assist in overseeing the delivery of quality, welcoming and supportive services for children and families. **Work Activities include:**
  - Greet children as they arrive. Help them remove their coats and guide them to an activity.
  - Organize and participate in recreational activities such as games.
  - Monitor children's play and interaction to maintain their safety.
  - Read to children; teach children simple painting, drawing, handwork, and songs.
  - Serve snacks, and clean up.
  - Teach and help children with health and personal habits, such as eating, resting, and toilet habits.
  - Watch for children who do not feel well.
  - May care for infants. Feed them and change their diapers.
  - Keep records of each child's progress.
  - Watch for children who show signs of emotional or developmental problems. Discuss these matters with their supervisor

3. *Perform all other duties as assigned.*

**EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES**

- have a high school diploma or GED;
- complete on-the-job training;
- have excellent interpersonal skills;
- be honest and have good integrity; and
- pass a PA Child Abuse Clearance and PA Criminal Background check
- Proficiency in Microsoft Office software and Excel.
- Ability to manage time and respond to deadlines
- Organizational skills with regard to meetings, events, schedules, preparing reports.

**Forward cover letter and resume (mail or fax) to:  
Achieving Reunification Center  
714 Market Street, Suite 500  
Philadelphia, PA 19107  
Email to [rlawrence@arcenter.org](mailto:rlawrence@arcenter.org)  
OR  
FAX: (267) 514-3784**

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