



MOSAIC
FAMILY SERVICES

Position: Child Care Specialist

Supervisor: Children's Services Manager

Program/Dept.: Children's Services

Location: Dallas, TX

Hours: Monday-Friday, 8:45am – 5:15pm

Type: Full-time, 40 hours/week, Schedule hours may be flexible as necessary to achieve department objectives, tasks, activities, responsibilities

Classification: Exempt

Summary

The Childcare Specialist will provide advocacy and support to children and their guardians who are survivors of violence and help stabilize children exposed to the abuse of their parent and help restore a nurturing, healthy bond between parents and children.

Essential Functions and Responsibilities

- Provide parents and guardians with resources and referrals for childcare, children resources, and supportive community partners.
- Maintain behavior that is conducive to learning and interacting.
- Communicate with children in an age appropriate and developmentally appropriate manner.
- Individualize interactions to a child's special talents, interests, individual style, and cultural/family background.
- Update children's information and records as needed: medical, developmental, and socially.
- Organize a learning environment to maximize children's safety, security, learning, and ensure smooth transition from one activity to another.
- Facilitate curriculum for the children service program that focuses on open-ended play and child-led learning, where children are free to be creative in their playtime.
- Maintain applicable knowledge of Mosaic Family Services' and Texas Childcare licensing department policies and procedures.
- Participate in professional development, which includes staff meetings, training, conferences, as well as community education events as assigned.
- Perform other duties as assigned, including providing hotline coverage when there is low number of children.

Skills and Qualifications:

Required

- Minimum associate's degree in social service discipline or child development or a year of experience in children services or working with youth.
- **Spanish bilingual**
- Valid Texas Driver's License
- CPR/First Aid Certification
- Child Abuse and Neglect Registry clearance



MOSAIC

FAMILY SERVICES

- Knowledge and understanding of the signs of child abuse, neglect, and exploitation and the proper reporting procedures.
- Ability to effectively work and communicate (oral and written) with families and staff from culturally diverse backgrounds.
- Promote an atmosphere of respect and cooperation.
- Maintain confidentiality regarding program participants.
- Ability to create and implement developmentally appropriate lesson plans, childcare literature, activities, and children's meal plans.
- Strong organizational and time management skills with an ability to multitask in a fast-paced and changing environment.
- Ability to be flexible in meeting program needs, including working evenings, weekends, and holidays as needed.
- Ability to stand or sit on the ground for extended periods of time, set up and clean play areas, and other range of motions needed to interact with children.

Salary/Wage: \$15.00/hour+ DOE

Benefits:

- Health, Dental, and Vision insurance
- Life and AD&D insurance
- Employment Assistance Program (EAP)
- Employee discount program
- Retirement matching
- Paid Time Off, Holidays and Parental Leave

ABOUT MOSAIC FAMILY SERVICES

Mosaic Family Services is a nonprofit community-based organization that provides culturally and linguistically competent services to refugees and immigrants in crisis. We transform, empower, and rebuild our clients' lives through culturally competent services.

DEI Statement

Mosaic is dedicated to fostering a culture of inclusion, diversity, and belonging where everyone feels engaged, respected, and valued. We do not discriminate based on race, color, creed, religion, national origin, gender, gender identity, sexual orientation, age, familial status, or disability. We encourage applications from traditionally underrepresented communities including BIPOC, LGBTQIA2S+, people with disabilities, veterans, multilingual individuals, and especially individuals with lived experiences similar to our client populations.

To apply to this position, please send cover letter and resume to hr@mosaicervices.org.