

<b>Job Title</b>	Refugee Resettlement – Childcare Specialist
<b>Employer/ Agency</b>	Catholic Charities of the Archdiocese of Galveston-Houston
<b>Job Description</b>	<p>The Refugee Resettlement Department assists refugees in Houston to acquire the knowledge and skills needed to reach self-sufficiency and live with dignity. The Childcare Specialist responsibility is to ensure the safety, well-being, and engagement of clients' children while their parents attend meetings with case managers, classes, or training sessions. This role will plan and facilitate age-appropriate activities, coordinate with case managers, and create a nurturing and supportive environment for the children in your care.</p> <p><b>PRINCIPAL DUTIES</b></p> <ul style="list-style-type: none"> <li>• Provide attentive and responsible childcare for clients' children, ensuring their safety and well-being at all times. Create a welcoming and nurturing atmosphere to help children feel comfortable and secure.</li> <li>• Plan and organize a variety of engaging and developmentally appropriate activities for children of all ages. Activities may include arts and crafts, games, educational projects, and outdoor play.</li> <li>• Coordinate group activities that promote social interaction, cultural awareness, and language development among children. Foster a sense of community and inclusion.</li> <li>• Collaborate with case managers to stay informed about clients' schedules, appointments, and program requirements. Prepare and adjust childcare plans accordingly.</li> <li>• Establish rapport with clients' children and provide emotional support, particularly for children who may have experienced trauma or displacement. Encourage participation and provide positive reinforcement.</li> <li>• Ensure that the childcare area is clean, safe, and free from hazards. Follow health and safety guidelines, including monitoring allergies or specific dietary needs.</li> <li>• Maintain accurate records of attendance, activities, and any noteworthy incidents. Share information with case managers as needed.</li> <li>• Be culturally sensitive and respectful of the diverse backgrounds and experiences of clients and their children. Adapt activities and approaches to align with cultural norms.</li> <li>• Participate in training and professional development opportunities related to childcare, child development, and cultural competency.</li> <li>• Perform other duties as assigned by supervisor.</li> </ul>
<b>Qualifications</b>	<p><b>MINIMUM QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• High School Diploma or GED</li> <li>• One (1) year of experience in the child welfare field working with children or adolescents in a social service setting.</li> <li>• First Aid and CPR certification or obtain it within the first 6 months of employment.</li> <li>• Bilingual in any Refugee language</li> </ul>

- Valid Texas Driver's License

**SKILLS REQUIREMENTS**

- Previous experience in childcare or babysitting, especially with diverse cultural backgrounds.
- Strong interpersonal and communication skills, with a caring and patient demeanor.
- Knowledge of child development principles and age-appropriate activities.
- Cultural sensitivity and the ability to adapt to various cultural norms and preferences.
- Ability to work independently and as part of a team, with flexibility in adapting to changing schedules and needs.
- Empathy, patience, and a commitment to creating a safe and supportive environment for children.

<b>Salary/Hours</b>	Full-Time
<b>City, State, Zip</b>	Houston, TX
<b>Application Method</b>	Apply Here: <a href="https://catholiccharities.org/about-us/jobs/">https://catholiccharities.org/about-us/jobs/</a>
<b>Opening Date</b>	Immediately

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