



## JOB DESCRIPTION

### WOMEN AND CHILDREN'S REENTRY CAMPUS

NOTICE: This job description is provided as a general summary of common job duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and Building Opportunities for Self Sufficiency, nor does it in any way alter the employment-at-will relationship that exists between employees and Building Opportunities for Self Sufficiency. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description.

<b>JOB TITLE:</b>	Child Development Specialist
<b>REPORTS TO:</b>	Program Manager
<b>EMPLOYMENT STATUS:</b>	Exempt
<b>TIME COMMITMENT:</b>	Full-time
<b>BARGAINING UNIT:</b>	N/A
<b>STARTING SALARY:</b>	\$65,000

### ORGANIZATION

The mission of BOSS is to help homeless, poor, and disabled people achieve health and self-sufficiency, and to fight against the root causes of poverty and homelessness. The organization was founded in 1971 by a group of volunteers from the Hillel Streetwork Project in Berkeley who responded to the needs of mentally ill individuals being released to the streets by state hospital closures. Today, BOSS develops solutions to mass homelessness, mass incarceration and community violence and is dedicated to the inclusion of people marginalized by addiction, trauma, criminality, incarceration, poverty, racism, sexism, homelessness and violence with an intentional focus on four areas of service with Housing Security, Criminal Justice Reentry, Neighborhood Safety, and Social Justice Programs and services. BOSS works one-on-one with each family and each individual to help them achieve stable income, permanent affordable housing, and lasting wellness.

### POSITION DESCRIPTION

Under the direction of the Program Manager, the Child Development Specialist performs a variety of instructional and clerical duties designed to assist in the planning and implementation of developmentally appropriate programs and services for children 12 months to 5 years of age, in the *Women and Children's Reentry Campus* which includes supervision of Early Childhood Education, volunteers and groups of children; plan, develop and implement lesson plans for assigned groups of children.

#### *Essential Functions (Duties and Responsibilities):*

- Provide continuous supervision of assigned groups of children to assure safety and welfare; refer ill or injured children to the Program Manager.

- Plan, oversee and implement an age appropriate children’s program in accordance with state and local regulations; prepare daily lesson plans and design, plan and implement developmentally age-appropriate curriculum according to state funding terms and conditions and center goals and objectives.
- Observe the behavior and health of children continually throughout the period of attendance; provide and promote appropriate guidance and discipline techniques to children; document and collect skill samples in accordance with funders, for use in children’s assessments, evaluations and lesson plans; maintain a portfolio on each child.
- Under the Program Manager’s supervision, communicate with parents on a daily basis, gathering input and giving feedback on the child’s progress.
- Perform a variety of administrative duties involved in daily attendance, meal counts, medications control and others; operate a computer and a variety of software applications to create documents, planning forms and learning materials.
- Perform housekeeping tasks and maintain a safe, clean, and healthy learning environment that is inviting and supportive of ethnic, cultural, and family diversity; maintain, and store equipment and supplies used in the course of daily activities.
- Set-up and maintain physical environments in accordance with the state standards, Environmental Rating Scales, adapting to the current needs and interest of the children; maintain current inventory of classroom supplies; open and close facilities as necessary; plan, provide and evaluate indoor and outdoor learning environments.
- Participate in staff meetings, staff development activities and workshops.
- Communicate effectively orally and in writing.
- Perform related duties as assigned.

**Administration and Compliance:**

- Monitor program activities to ensure quality and accuracy of work product and outcomes.
- Must be available after hours and on weekends to respond to emergencies, outstanding crisis or events.
- Other duties as assigned.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: graduation from high school supplemented by twenty-four (24) units early childhood education/child development (ECE/CD) including core courses and sixteen (16) General Education (GE) units and two (2) years of experience as a teacher, tutor, instructional aid; or completion of an associate degree or higher in early childhood education/child development or related field, including three (3) semester units supervised field experience in ECE setting; or the equivalent.

**Licenses and Other Requirements**

Possession of a current Pediatric First Aid and CPR Certificate. Possession of a current and valid Child Development Teacher permit issued by the Commission on Teacher Credentialing, in compliance with state regulations. Incumbents must possess a current and valid Child Development Teacher permit for the duration of their employment.

**Knowledge of:**

Knowledge of Fundamentals and basic subject matter, terminology, techniques, equipment and materials used in Child Development including; general child growth and development principles; appropriate curriculum practices for infants, toddlers and preschoolers; methods and procedures of preparing instructional materials; methods of observing, evaluating and recording child behavior; child care abuse reporting regulations; community resources available to parents; basic record-keeping; appropriate safety precautions and procedures.

**Ability to:**

Ability to apply methods and procedures to be followed in an instructional situation; apply theoretical concepts of child psychology to concrete situations; plan, develop and implement a developmentally appropriate program for infants, toddlers and preschoolers; communicate effectively both orally and in writing; learn, interpret and apply Agency and local policies, rules and regulations; establish discipline for young children; lift and carry children; understand and follow oral and written instructions; perform routine clerical work; work independently with little direction at a variety of assignments; work cooperatively with others; apply basic first aid and cardiopulmonary resuscitation.

**Preferred Skills:**

- Understanding of, and commitment to, the use of harm reduction strategies in the provision of services:
- Creative, dynamic, flexible and resourceful personality with the ability to infuse staff and participants/residents with enthusiasm
- Excellent assessment & problem-solving skills; commitment to being proactive in addressing needs and issues presented by participants/residents
- Knowledge of community and social service resources in Alameda County
- Excellent interpersonal and communication skills, both written and verbal
- Good computer skills and facility in using Microsoft Word and Excel and in using email and web-based applications (internet search, etc.)
- Knowledge and understanding of data collection and interpretation
- Experience in counseling and crisis intervention
- Sensitivity to the needs & issues of homeless persons, persons living with trauma, persons with disabilities, (mental illness, alcohol and other drug problems, etc.)
- Tolerance of stressful situations and the ability to deal with stress constructively

**LANGUAGE SKILLS:**

Ability to read and comprehend instructions, short correspondence, memos, business correspondence and all other mental health related documents. Ability to write clear, concise and accurate correspondence. Effective oral and written communication skills.

**MATHEMATICAL SKILLS:**

College level mathematical skills required.

**REASONING ABILITY:**

Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram form. Demonstrated skill with problem solving techniques.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by staff member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit, stand, move up and down stairways, talk and hear, drive to and from community appointments. The employee must regularly lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**MENTAL DEMANDS:**

This position requires the individual to work with minimal supervision. Guidance is available as necessary, however, the individual is expected to be able to function autonomously and make individual decisions when

appropriate. Position does require ability to interact with a variety of individuals and the ability to meet deadlines and time pressure based on the volume of work.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise and/or level of distractions in the work environment are usually moderate.

**CONCLUSION:**

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I invite you to be part of a vibrant and talented team that is committed to promoting health and self-sufficiency, fighting for equity, and celebrating diversity and inclusion!

BOSS is committed to the principle of equal opportunity in education and employment. BOSS does not discriminate on the basis of sex, race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.

*Black, Indigenous, People of Color, and individuals with lived experience are highly encouraged to apply!*

**Send resume and cover letter to:**  
[hrjobs@self-sufficiency.org](mailto:hrjobs@self-sufficiency.org)