



Part-time Childcare/Program Assistant (30 hrs/week)

New Traditions provides Women's outpatient substance use disorder treatment program in the Southwest Seattle, specialized in PPW (Pregnant and Parenting Women) services. In addition, we provide free on-site childcare while parents participate in services at New Traditions.

We are committed to creating a safe and nurturing environment for ALL women of different backgrounds. Employees are asked to reflect on our own biases to dismantle institutionalized racism and social injustice in our community. Women with lived experience in recovery and from underserved communities are strongly encouraged to apply.

We currently have an opening for a **Part-time Childcare/Program Assistant**. An ideal candidate will be a flexible, nurturing, and reliable person with the passion to assist families in recovery. This is a unique and versatile position for someone who is able to provide a nurturing environment for children at our small, mixed-age childcare while their parents receive outpatient substance use treatment. You will be asked to assist with program needs (filing, covering front desk, preparing for group sessions, etc) when there are no children in childcare.

SUMMARY OF DUTIES:

Childcare (approximately 60 - 100%):

- Under the direction of Childcare Coordinator, provide developmentally appropriate childcare services to children ages 0-5yrs and school-age children/youth during school breaks,
- Build nurturing and trusting relationships with children and parents who are working through trauma, including CPS involvement, Domestic Violence, Homelessness, Behavioral Health issues,
- Provide culturally sensitive care to the individual family's cultural backgrounds
- Effectively communicate with parents to provide parenting support in non-judgmental manners
- Maintain classroom and equipment with regard to cleanliness and safety
- Follow applicable Policy & Procedures for the contractual agreement with King County

Program Assistant (when no children present):

- Filing/Uploading documents
- Help set up for group sessions and clean up of group rooms (make coffee, prepare group room, etc)
- Cover front desk, including general customer support, answering phones, and assist with urinalysis

MINIMUM QUALIFICATIONS:

1. Experience in providing professional care for infants, toddlers and/or school-aged children in a mixed-age setting
2. Able to follow directions to provide appropriate care for children with limited supervision
3. Willing and able to pitch-in with program assisting duties as assigned
4. Ability to effectively support, respect, and build rapport with mothers in early recovery
5. Knowledge of and/or ability to care for children that may have developmental/behavioral challenges



6. Ability to provide culturally sensitive/non-judgmental care for family is required
7. Willing to learn new skills and to be a part of the team
8. Pass Background checks to serve medicaid-eligible children and vulnerable adults
9. Current TB screening; Current infant & child CPR/First Aid

PREFERRED QUALIFICATIONS:

1. College credits in ECE
2. Spanish Bilingual/Bicultural

To Apply: Email resume and cover letter highlighting your qualifications and demonstrated commitment to racial equity to hr@new-traditions.org to be considered for the position.

Compensation: \$19/hour ~ (DOE)

Location: 9045 16th Ave SW, Seattle, WA 98106

Hours: 9:00am-3:30pm, Monday-Friday

*****Must be free from misuse of alcohol or drugs for the past 5 years
We are a tobacco-free workplace*****