



# Hand in Hand

14 East Casino Road Suite E, Everett, WA 98208  
(425) 374-2461 [www.handinhandkids.org](http://www.handinhandkids.org)

**JOB TITLE:** Overnight Childcare Specialist  
**IMMEDIATE SUPERVISOR:** Safe Place Program Manager  
**EMPLOYEE STATUS:** Hourly as assigned (PT or FT)  
**EFFECTIVE DATE:** July, 2018

#### Job Summary:

The Overnight Childcare Specialist is responsible for the direct care and supervision of children in Hand in Hand's Safe Place program during the overnight hours (typically considered 10pm until 8am). The Overnight Childcare Specialist will be tasked with responding to children's late night needs while maintaining a clean, safe environment. The Overnight Childcare Specialist may be tasked with occasional administrative duties.

#### Essential Job Duties:

- Ensuring that children are under constant supervision
- Providing a supportive environment in which children can learn & practice appropriate and acceptable behaviors
- Maintaining a positive child-centered approach
- Performing nightly, weekly, and monthly cleaning duties
- Fostering a structure that emulates a caring and safe household environment
- Communicating effectively with children at an appropriate level
- Professionally responding to emergencies and notifying appropriate personnel immediately.
- Professionally interacting with interagency personnel from DCYF, partner agencies, etc.
- Completing all required forms and assigned paperwork
- Maintaining client files
- Notifying Program Manager of any unusual observed behaviors of children that may need to be documented.
- Advocating for the best interests of the child within the context and boundaries of Hand in Hand and Safe Place policies & procedures.

#### Other Job Duties:

- Completing additional assignments, tasks and reports as directed by the immediate supervisor listed above

#### Personal Attributes:

- Enjoys working directly with children
- Ability to work well independently and as part of a team
- Strong initiative
- Change adaptive and flexible
- Sympathetic to the mission of the organization

#### Training, Education, Experience Requirements:

- High school diploma or equivalent
- 1+ year of experience working directly with children
- Must be minimum 21-years-old OR have an AA degree in social services or closely related field

#### Physical Requirements:

- Occasionally lift and carry boxes or materials up to 50 lbs
- Must be able to maintain visual acuity and alertness for long periods of time
- Eyesight sufficient to read, write, operate office equipment essential to this position
- Occasional walking, reaching with hands and arms, stooping, kneeling, crouching and crawling

I have read, fully understand and agree to perform the responsibilities outlined in the above position description.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_