

Job title:	Child Watch		
Department:	BRIDGES		
Reports to:	Bridges Director		
FLSA:	Non-Exempt	Full-Time	

Job Overview

The position is responsible for providing safe and engaging atmosphere for youth while their guardians are in a BRIDGES-related parent activity. Staff will actively engage the youth, utilize age-appropriate activities, and implement an appropriate behavior management approach that encourages responsibility and social competencies in a non-punitive manner.

Essential Functions

1. Consistently follows the program schedule and guidelines. Prepares age-appropriate activities, as evidenced by lesson plans. Prepare activities with alternative plans that will address the needs of a diverse group.
2. Maintains require staff to child ratio of at least 1:20 or less.
3. Establishes a rapport with youth through consistency, respect, and compassion. Maintains professional boundaries. Implements an appropriate behavior management approach that encourages responsibility and social competencies in a non-punitive manner. Always uses respectful voice tone with children and avoids the use of un-professional comments.
4. Evaluates environment for safety and takes action to ensure a safe environment for children. Directly supervise assigned children for safety. Positions self within proximity of children and keeps children in visual field.
5. Demonstrates professional communication skills as detailed in Communication Guidelines & Expectations.
6. Follows procedures and models the values of the organization, demonstrates appropriate behavior in the workplace both internally and externally, including organizational, professional standards of practice, and comply with professional behavior management guidelines.
7. Works cooperatively with other team members to achieve goals and positive results.
8. Maintains safe and proper equipment, usage and storage.
9. Understands and follows through with the professional responsibility to report any suspected child abuse or neglect immediately to the supervisor and appropriate agency.
- 10. Maintains strict client confidentiality in accordance with state and federal regulations.**
11. Adheres to Family Impact PBC/BRIDGES at Lake Worth West program policies and procedures.
12. Must be flexible to work some weekends.
13. Conducts oneself in the best interest of the students and their families, and in support of the agency's mission and values. Presents oneself in a professional manner: in actions, communication, and dress code.
14. Performs other related duties, as assigned.

Knowledge/Skills/Abilities

1. Bilingual English/Spanish required (Speaking and Reading)
2. Patience and emotional intelligence

3. Ability to manage a group of children of different ages
4. Ability to keep children engaged, active and entertained
5. Teamwork and collaboration with other staff
6. Reliability and punctuality
7. Great Customer Service
8. Commitment to safety

Other Requirements

9. Valid Florida Driver's License
10. High School Diploma

Working conditions and Physical Requirements

- Ability to endure moderate to long periods of sitting and standing in performance of job duties.
- Ease with mobility while watching children, and ability to react quickly, if needed, to respond to incidents and emergencies.
- Ability to be mobile with youth during program time outside or on field trips.
- Ability to accomplish job duties using various types of equipment/supplies furnished by the agency, e.g. computers, laptop, copier, telephone, etc.
- This is a largely sedentary role, however, some lifting of office supplies and materials up to 20-25 pounds may be required.