

JOB DESCRIPTION

Job Title: Early Childhood Educator
Agency: Queen of Peace Center (QOPC)

Queen of Peace Center is a proud member of the 1,500 Associates of Catholic Charities of St. Louis. Since 1985, Queen of Peace Center has provided compassionate clinical and behavioral healthcare for tens of thousands of women and their families challenged by substance use, homelessness, and trauma. We are vital to our community.

General Description:

Responsible for developing and maintaining a nurturing and developmentally appropriate environment for children being served through Queen of Peace Center's CSTAR program. Responsible for developing and implementing lesson plans that are trauma informed and based on the needs of each child in attendance. An understanding of the impact of childhood trauma and development is required.

Essential Functions:

- Provide a trauma informed learning environment for children, recognizing the impact of trauma on the developing brain and potential triggers for trauma in the learning environment
- Build rapport with children and parents
- Develop and implement lesson plan(s) based on each child's need and grant requirements while utilizing approved curriculum
- Ensure parents sign children in and out of the childcare center
- Communicate with mothers regarding child activities in the classroom
- Follow all licensure rules and regulations
- Must understand and follow MO Childcare Licensure standards and MO DMH Women and Children CSTAR childcare requirements
- Have a thorough understanding of each grant related to the therapeutic childcare center and requirements of each
- Daily documentation of outcomes, goal achievement and observations in the electronic health record
- Daily documentation of activities, including diapering, nap times and feedings as appropriate
- Document and report all incidents and injuries and report to Lead – Early Childhood Educator
- Work closely with treatment teams and Childcare Lead to:
 - discuss observations or behavioral concerns
 - make treatment plan recommendations as appropriate
 - implement interventions as recommended by assigned CSS, Counselor or Manager
 - participate in client staffing meetings

- Sanitize all toys and equipment, including cots and cribs, according to licensure requirements
- Assist with potty training as needed; assist with snack and meal times as needed
- Verification of allergies and other medical conditions upon initial enrollment
- Other duties as assigned within the reasonable context of the position, safety, and quality standards

NOTE: Position may require schedule flexibility and approved overtime to satisfy both the essential and other duties as assigned functions of the position

Requirements:

- Must be at least 18 years of age
- Minimum of associates degree or higher in Early Childhood, Special Education, Psychology, Social Work or related field
- One year experience in working with child development
- Work readiness, fitness for duty, behavioral/psychological/emotional consistency
- Regular attendance, regular compliance with stated shift/schedule, absences approved as recognized by Catholic Charity or Queen of Peace Center absence code
- Individual and team behaviors consistent with the stated Values of Queen of Peace Center
- Capability to perform essential functions of the position (with or without accommodation) to include physical, psychological, emotional and behavioral determinants and in a manner that does not hinder the ability to care for the welfare, safety and wellbeing of children or to maintain a nurturing and safe environment (as determined by a licensed physician) if required
- Knowledge of substance use and trauma and the impact on the family preferred

Interested candidates should submit cover letter and resume to Rosie Seiler, rseiler@ccstl.org