



Employment Opportunity

Position:	Child Care Advocate
FLSA Classification:	Non-Exempt / Part Time (10 hrs.)
Location:	Aurora, IL
Application Deadline:	Continuous until position is filled
Program Description:	Mutual Ground, Inc. (MGI) is one of the largest and oldest domestic violence/sexual assault agencies in Illinois. MGI provides victim centered services that focus on safety, stability and hope.

Job Summary

Provide childcare for families receiving services at Mutual Ground

Qualifications

- 60-Hour Domestic Violence and Sexual Assault Training Certificate
- DCFS training and mandated reporter certificate required
- Ability to communicate effectively verbally and in writing
- Excellent crisis intervention and problem solving skills
- Strong interpersonal skills and ability to maintain professional boundaries
- Acceptance and respect for diversity of race, culture, sexual orientation, gender identity and expression, ability, and religious belief

Examples of Duties

- Supervise, nurture and care for children while parents are in meetings and groups
- Organize activities that stimulate children's physical, emotional, intellectual, and social growth
- Ensure equipment and the facility are clean, well maintained and safe at all times
- Establish appropriate boundaries and limits on behavior using clear and respectful communication
- Use a variety of positive behavior guidance methods
- Promote positive interactions and relationship-building between parents and children
- Communicate behavioral and developmental concerns to DV Youth Program Coordinator
- Comfort children when they are crying
- Change the diapers of infants and toddlers
- Report suspected child abuse as required by IL state law and in accordance with agency procedures
- Complete all required documentation in a timely manner
- Participate in professional training and follow developments in the field of domestic violence, sexual assault and child development
- Other duties as assigned

Working Conditions

- Work performed indoors and outdoors
- Tasks may involve walking, standing, climbing, bending, kneeling, and crouching for long periods of time
- Tasks may involve lifting/carrying infants and toddlers
- Intervention, as necessary, to manage aggressive behaviors

How to Apply

Submit a cover letter and resume to Samantha Hoover, Family Services Coordinator, at shoover@mutualground.org. MGI is an Equal Opportunity Employer. Selection will be based solely on merit and will be without discrimination because of age, race, sex, religion, national origin, marital status, sexual orientation, gender identity or expression, or mental or physical disability.