



Catholic Charities of Central Colorado Announcement of Open Position

Position Title: Childcare Specialist

Department: Family Immigration Services

Date Open: August 4, 2011

Closing Date: August 22, 2011

Summary of Position Duties

Childcare Specialists needed for 5 - 10 hours per week for childcare in the Adult English as a Second Language program of Catholic Charities of Central Colorado. Qualified applicants will be interested in working with children on constructive projects and games that help them integrate English into their home environment. Background check required.

Minimum Qualifications

Candidate must be sensitive to the needs of young children and enthusiastic about teaching them English.

Education: High School Diploma or G.E.D.

Experience: Experience caring for children of various ages preferred.

Minimum Hiring Range: \$10.00/hour

Additional Information

- Provide childcare for children of parents who are attending English as a second language classes at one of several locations in day and evening programs.
- Follow curriculum guidelines for developmental activities that foster learning, literacy, and language skills.
- Maintain a safe, comfortable, and nurturing atmosphere.
- Work with the Vice President and Site Supervisor to achieve the goals and purpose of the Family Immigration Services ESL Childcare program, including special activities.
- Inform the Vice President or ESL Program Manager of any needs, problems, or concerns. Assist in developing strategies for dealing with problems.
- Track attendance and implement a sign-in and sign-out policy for children and their parents.
- Maintain communication with parents and provide a means of advocacy and referral for issues concerning parents and families.
- Work as a team member with one or more other childcare specialists and volunteer childcare helpers.
- Maintain a sense of discretion and respect for parents and their children.
- Maintain privacy of all records.
- Evaluate and document children's progress on a session basis.
- Mandatory reporting of suspected child abuse per agency policies and procedures.
- Monitor supplies.

Applications and a job description are available online at www.ccharitiescc.org. **Candidates are asked to submit a cover letter and resume with the application** to Human Resources Department, Catholic Charities of Central Colorado, 228 North Cascade Avenue, Colorado Springs, CO 80903.

It is the policy of Catholic Charities to staff positions with the best qualified people irrespective of race, color, national origin, age, gender, disability or veteran status. In addition, policies that affect employees will be carried out without regard for these factors.

Catholic Charities Job Description
Family Immigration Services Childcare Specialist

Reports To:	ESL Program Manager
Department:	Family Immigration Services
Full Performance Period:	One Year
Eligible for Overtime:	No
Titles Supervised:	Volunteers

General Purpose

To further the development of the children of students in Family Immigration Services by fostering learning, literacy, and language skills. To maintain a safe, comfortable and nurturing atmosphere for the children in the program.

Essential Duties and Responsibilities

- Provide childcare for children of parents who are attending English as a second language classes at one of several locations in day and evening programs.
- Follow curriculum guidelines for developmental activities that foster learning, literacy, and language skills.
- Maintain a safe, comfortable, and nurturing atmosphere.
- Work with the Vice President and Site Supervisor to achieve the goals and purpose of the Family Immigration Services ESL Childcare program, including special activities.
- Inform the Vice President or ESL Program Manager of any needs, problems, or concerns. Assist in developing strategies for dealing with problems.
- Track attendance and implement a sign-in and sign-out policy for children and their parents.
- Maintain communication with parents and provide a means of advocacy and referral for issues concerning parents and families.
- Work as a team member with one or more other childcare specialists and volunteer childcare helpers.
- Maintain a sense of discretion and respect for parents and their children.
- Maintain privacy of all records.
- Evaluate and document children's progress on a session basis.
- Mandatory reporting of suspected child abuse per agency policies and procedures.
- Monitor supplies.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

Decision Making and Supervisory Responsibility

There is no decision making responsibility with this position. Employee is responsible for confidential student information.

Minimum Requirements

Education: High School diploma or G.E.D., childcare license preferred.

Experience: Bilingual – Spanish/English preferred. Experience caring for children of various ages preferred.

Or other background demonstrating application of the following knowledge, skills, and abilities:

- Ability to work with a variety of people.
- Sensitivity to cultural differences.
- Knowledge of early childhood development.

Physical Demands and Work Environment

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Childcare Specialist position. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of this position.

While performing the responsibilities of the Childcare Specialist position, the employee is required to talk and hear. The employee is required to sit for long periods of time and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, and occasionally required to climb or balance, and to stoop, kneel, and crouch. Vision abilities required by this job include close vision.

The work environment noise level is usually quiet to moderate.



Fair Credit Reporting Act Disclosure and Authorization

Disclosure: In order to evaluate your application for employment or, if you are hired, to assist management with any employment-related decision, Catholic Charities of Central Colorado may obtain consumer reports, investigative consumer reports and criminal history records check regarding you. These reports are any information from a consumer reporting agency bearing upon your credit history, character, reputation, personal characteristics, medical information, or mode of living which is used or collected for the purpose of informing any decision regarding your prospective or actual employment relationship.

You have certain rights regarding these reports and their use as defined under the Fair Credit Reporting Act and as summarized in “A Summary of Your Rights under the Fair Credit Reporting Act” which has been provided to you.

Authorization: I voluntarily authorize Catholic Charities of Central Colorado to obtain consumer reports, investigative consumer reports and criminal history records check about me in order to make informed decisions regarding my proposed or actual employment relationship with Catholic Charities of Central Colorado. I acknowledge that I have rights under the Fair Credit Reporting Act including those discussed in “A Summary of Your Rights under the Fair Credit Reporting Act” which I have received and reviewed.

Printed name (include middle name)

Social Security Number

Street Address

_____ Gender: F or M
Date of Birth

_____ City State Zip

_____ Driver’s License No. State

Maiden Name

Other Aliases

How long has it been since you used Maiden Name or other Aliases? _____

Date

Signature

If you have resided in Colorado less than 7 years, you must complete the form on the reverse side.

If you have resided in Colorado less than 7 years, please list addresses for the last 7 years:

Street Address/Post Office Box

City

State

Zip Code

From (What date?)

To (What date?)

Street Address/Post Office Box

City

State

Zip Code

From (What date?)

To (What date?)

Street Address/Post Office Box

City

State

Zip Code

From (What date?)

To (What date?)

Street Address/Post Office Box

City

State

Zip Code

From (What date?)

To (What date?)

Street Address/Post Office Box

City

State

Zip Code

From (What date?)

To (What date?)

Printed Name: _____

Please list every state in which you have lived during your adult life: _____



Fair Credit Reporting Act Disclosure and Authorization

Disclosure: In order to evaluate your application for employment or, if you are hired, to assist management with any employment-related decision, Catholic Charities of Central Colorado may obtain consumer reports, investigative consumer reports and criminal history records check regarding you. These reports are any information from a consumer reporting agency bearing upon your credit history, character, reputation, personal characteristics, medical information, or mode of living which is used or collected for the purpose of informing any decision regarding your prospective or actual employment relationship.

You have certain rights regarding these reports and their use as defined under the Fair Credit Reporting Act and as summarized in “A Summary of Your Rights under the Fair Credit Reporting Act” which has been provided to you.

Authorization: I voluntarily authorize Catholic Charities of Central Colorado to obtain consumer reports, investigative consumer reports and criminal history records check about me in order to make informed decisions regarding my proposed or actual employment relationship with Catholic Charities of Central Colorado. I acknowledge that I have rights under the Fair Credit Reporting Act including those discussed in “A Summary of Your Rights under the Fair Credit Reporting Act” which I have received and reviewed.

Printed name (include middle name)

Social Security Number

Street Address

_____ Gender: F or M
Date of Birth

City State Zip

Driver’s License No. State

Maiden Name

Other Aliases

How long has it been since you used Maiden Name or other Aliases? _____

Date

Signature

Applicant’s Copy

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - A person has taken adverse action against you because of information in your credit report;
 - You are the victim of identity theft and place a fraud alert in your file;
 - Your file contains inaccurate information as a result of fraud;
 - You are on public assistance;
 - You are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information with the CRA.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need—usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given

to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number. Such offers must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

Type of Business::	Contact:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission,: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 * 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 * 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 * 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 * 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Ste. 100 Kansas City, Missouri 64108-2638* 1-877-275-3342
Air, surface or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 * 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator-GIPSA Washington, DC 20250 * 202-720-7051