



El Programa Hispano: Project UNICA
Bilingual On-Call Childcare Provider
On-Call/Week- Non Exempt
Reports to: Project UNICA Program Manager

POSITION SUMMARY:

The on-call childcare provider will oversee childcare and activities for 5-8 children at a time during weekly support group sessions for women. The on-call childcare provider will assist the administrative support person in creating and implementing activities.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- .Oversee childcare and activities for 5-8 children at a time during weekly support group sessions for women.
- Provide direction to volunteers and Jesuit volunteer as needed.
- Assist administrative support person in creating child friendly activities based on curriculum used for the women's group.
- Other duties as assigned by the program manager or the division leader.

QUALIFICATIONS:

- Experience working with and supervising young children.
- Must be bilingual (Spanish/English) and bi-culturally competent.
- Ability to lift up to 40 pounds.
- Ability to work well in team setting and to support Catholic Charities and El Programa Hispano's mission and goals.
- Successful completion of civil, criminal and motor vehicle background checks.

COMPENSATION: Compensation is commensurate with skills and experience. Competitive benefits package, including: 100% employer paid health insurance (employee portion), disability, life insurance, paid time off, 12 paid holidays, retirement plan, free parking and more.

TO APPLY: Please complete Catholic Charities application form (available online at www.catholiccharitiesoregon.org), and submit, along with cover letter and resume, to: *Catholic Charities, Attn: Human Resources, 2740 SE Powell Blvd, Portland, OR 97202*. Or send to jobs@catholiccharitiesoregon.org.

EQUAL OPPORTUNITY EMPLOYER

