

DAKOTA WOODLANDS
JOB ANNOUNCEMENT
CHILDCARE PROVIDER

ORGANIZATIONAL DESCRIPTION

Dakota Woodlands is a non-profit human service organization located in Eagan, MN that provides shelter and supportive services to homeless women and children. Residents of Dakota Woodlands receive nurturing assistance to access resources that will help them to achieve and maintain self-sufficiency.

Provides direct services to children to meet current needs, enhance their skills and help them cope while they reside at our facility.

KEY AREAS OF RESPONSIBILITY:

- Plan and implement recreation, social, educational activities for children of all ages.
- Provide information/feedback through regular check-in with other staff and parents.
- Provide transportation for residents. Supervise volunteers and activity groups who come to work with residents.

Provides direct services to children in our loving nurturing environment to assess and meet children's needs, provide information to parents, staff and other family team members, while children are at Dakota Woodlands, ULTIMATELY improving opportunities for their families to live successfully in the community.

AREAS OF RESPONSIBILITY:

- Work with children's services paid and volunteer staff, assisting with activities, and skill-building opportunities for young children.
- Contribute to the development of care plans for addressing children's needs
- Monitor children's concerns and issues by providing accurate and timely verbal and written communication regarding successes, challenges, progress, difficulties etc. through case notes and feedback to staff and family's team members.
- Prepare notes, incident and protection reports(all staff are mandated reporters of suspicion of abuse and neglect) through observable data and facts, individual assessment of situations, forwarding pertinent information from each work shift.
- Attend and actively participate in staff meetings
- Serve as a team member and perform tasks both apparent and delegated.

ADDITIONAL INFORMATION

There is one position available: M-Th 2:30 PM to 8:30 PM

QUALIFICATIONS:

High School Diploma or equivalent. Love of and experience working with all ages of children, preferably in a similar residential setting. Ability to work with multiple concerns at one time and prioritize tasks. Ability to assess a crisis situation and respond appropriately. Ability to work with people of diverse economic, religious, cultural backgrounds. Sensitive, caring, flexible, open-minded, mission-driven. Able to work individually and as a team member. Must have current driver's license and car insurance.

Submit your resume and cover letter immediately to Lauren Rose, Program manager
lauren@dakotawoodlands.org

