



Extended Day Program Manager
20 Martin Dr. Greenville, SC 29617

About us: A Child's Haven (ACH) is a 501(c)(3) nonprofit Therapeutic Child Care (TCC) Center that treats children with developmental delays as a result of limited resources, abuse, or neglect, and provides support and education for both the child and their families. ACH provides a continuum of Medicaid billable behavioral health services of Therapeutic Child Care (TCC), Individual Therapy and Family Therapy to enrolled families. ACH offers an Extended Day program for families in need of child care after 3pm. Hours of operation for Therapeutic Child Care are 7am-6pm.

POSITION SUMMARY:

The Extended Day Program Manager is responsible for managing and providing non-clinical therapeutic activities and child care to children after children receive clinical services. This position supervises a team of Child Care Professionals (CCP) who operate the Extended Day Program that begin around 2pm. During the hours of 11am-2pm, this position and Child Care Professionals offer day-to-day care for children in all age groups by assisting the Treatment Providers with monitoring the children's safety, assisting with transitions and daily activities, and cleaning. During the hours of about 2pm-6pm, this position and Child Care Professionals lead therapeutic afternoon activities with small groups of children ages 2-6, focusing on social-emotional development. Child Care Professionals assist with evening child pickups from families, perform closing procedures daily. Ratios are 1 CCP: up to 8 children. Work hours are 11am-7pm.

ESSENTIAL JOB FUNCTIONS:

- Is responsible for hiring, supervising, evaluating team of 4 or more Child Care Professionals
- Ensures requirements of DSS Child Care Licensing and ABC Quality Improvement Program are met
- Is responsible for assisting with the overall supervision and daily class functions of a group of children.
- Observes all rules and regulations at A Child's Haven and the local, state or national regulatory agencies pertaining to the health, safety and care of children.
- Provides social-emotional activities with children
- Effectively utilizes procedures for First Aid, child emergency procedures
- Maintains a clean, organized, well-kept classroom and outdoor learning space that encourages children to create, explore and make decisions with confidence.
- Provides verbal recognition and acceptance to children while providing clear and consistent expectations for the children's behavior.

- Accepts responsibility for maintenance and necessary housekeeping duties of the classroom, common use areas and playgrounds.
- Assists with facilitating Treatment Room routine duties: afternoon child pick-ups, transitions, mealtime, treatment activities, child hygiene, etc.
- Demonstrates knowledge and maintains compliance with all childcare licensing standards and regulations, to include maintaining required SC Endeavors professional development hours
- Maintains overall professional personal appearance adhering to the guidelines offered at A Child's Haven and Employee Handbook
- Assists in other capacities that Director, or designee, determines is necessary.
- Must follow State Licensing Regulations
- Must follow and implement A Child's Haven policies and curriculum
- Have flexibility with work schedule and classroom assignments
- Have passion and respect for young children
- Must pass a South Carolina Background and SLED background check

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Must be at least 21 years of age
- Must have previous child care experience and at least 2-3 years of experience working in a licensed childcare and/ or accredited daycare /preschool
- Experience as a Child Care Director, co-director, manager (plus)
- Experience working with challenging behaviors (plus)
- High School diploma or equivalent (Required)
- Early Childhood Certificate and/ or Degree (Required)
- Must meet state requirements for education and additional center/school requirements may apply.
- Health assessments, including TB test.
- CPR and First Aid certifications (A Child's Haven will provide training).
- Spoken and written English fluency (Spanish fluency a plus).

KNOWLEDGE, SKILLS AND ABILITIES:

- Must meet and maintain required driving credentials for DHHS Non-Emergency Medical Transportation
- Must be able to travel for meetings and training that could be overnight
- Demonstrated writing skills that will meet ACH standards
- Excellent computer skills including Microsoft Office proficiency

PREFERENCE will be given to individuals that:

- Bilingual in English and Spanish is desired, but not required
- Experience working with children with social, emotional and behavioral challenges is preferred

SPECIAL POSITION REQUIREMENTS:

- Understands the requirement of confidentiality with regard to ACH families and staff and at all times maintains a respectful and professional demeanor in their public dealings
- Adheres to federal HIPAA requirements
- Must be able to drive a small bus if insurance requirement of minimum driver of age 25 is met (no special license required)
- Current driver's license, proof of insurability, and acceptable driving record
- Must pass all required background checks

ESSENTIAL PHYSICAL SKILLS:

- Perform general physical activities that require considerable use of arms, legs and moving the whole body
- Stand for long periods
- Use a computer keyboard for long periods
- Walk distances of ¼ mile
- Stoop and sit to enable communication with young children at children's level
- Move quickly, reach and lift in the handling of weight of materials and caring for young children Adaptability in a continuously changing, fast-paced environment and participation in activities like singing, dancing, jumping and running.
- Must be able to lift at least 35 lbs.

ENVIRONMENTAL CONDITIONS:

- Group Treatment Rooms (Classrooms), Bus, Playgrounds, Field Trips, Offices

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

EMPLOYMENT STATUS: EXEMPT (Salary)

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.