Position Description

Position: Bilingual Child Life Assistant
Reports to: Child Life Manager
Status: Non-Exempt
Revised Date: 12/20/21

ChicagoCAC employees are expected to perform their job duties and act in a manner consistent with the Core Values of the organization.

Responsibility Summary
Provide a developmentally appropriate and trauma-informed environment to all children, ensuring their physical safety and emotional well-being.

Primary Responsibilities:
- Provide a range of developmentally appropriate and culturally competent play materials and activities that normalize the environment and encourage positive coping skills.
- Prepare children for their appointments while meeting their developmental, emotional, and educational needs.
- Provide guidance and assistance to families throughout their visit to the center.
- Observe child behavior and emotional responses, providing behavioral intervention and support as needed, as directed by child life specialists.
- Facilitate child-directed play and socialization with other children.
- Build rapport with children and families and develop positive relationships with returning families.
- Communicate significant information obtained from the child to the appropriate team member; communicate behavioral changes or concerns to therapist.
- Contact the appropriate staff member in crisis situations.
- Arrange for provision of food and/or comforting items to children receiving child life services.
- Enter child life data into the electronic case tracking system.
- Sort and organize donations as well as fulfill requests as they arise.
- Take inventory of child life materials and food and order items as necessary.
- Participate in local networking and training opportunities.
- Perform other duties as assigned.

Discretion
Child Life Assistants have a low-level range of discretion and independent decision-making.

Supervisory Responsibilities
This position does not supervise any other position, but does provide guidance and support to child life students and volunteers.
Relationships
Child Life Assistants work closely with the Child Life Manager, Support Services, Mental Health, Advocacy, and Forensic Interviewing teams.

Qualifications
- Minimum educational requirement of an associate’s degree in a child development, family studies, or human services field.
- General knowledge and understanding of typical and atypical growth and development in children and adolescents.
- A Minimum of 2 years of experience working with children of all ages and backgrounds.
- Excellent written and oral communications skills.
- Bilingual (English/Spanish)
- CPR Certification preferred.

Acknowledgement
I have read and understand the expectations outlined in my job description:

________________________________________  _________________
Staff         Date

________________________________________  _________________
Supervisor       Date