Position: Child Life Specialist
Reports to: Child Life Manager
Status: Non-Exempt
Revised Date: December 2021

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. Integrate child life interventions to help support children and families. Promote effective coping through play, preparation, education, and therapeutic activities.

Primary Responsibilities:

- Prepare children and families for medical exams/procedures providing strategies and interventions to help them cope, while meeting their developmental, emotional, and educational needs.
- Provide procedural support to children during medical exams/procedures to promote positive coping and minimize anxiety.
- Assess and respond to the needs of children and families in various child life areas, facilitating developmentally appropriate activities/play for children and amenities for caregivers.
- Facilitate child-directed play and socialization with other children.
- Build rapport with children and families and develop positive relationships with returning families.
- Observe and monitor child behavior and emotional responses, providing behavioral intervention and support as needed.
- Communicate significant information obtained from children to the appropriate team member; communicate behavioral changes or concerns to therapist.
- Collaborate with all staff and partners in service and support of clients and families.
- Create education materials across multiple mediums that benefit current and future clients and families.
- Supervise and facilitate group activity sessions and special events.
- Contact the appropriate staff member in crisis situations.
- Assist in the orientation and training of new child life staff, students, and volunteers. Submit weekly student observations to Child Life Manager.
- Oversee Child Life students’ experiences in the medical clinic and assessment of their skills.
- Use evidence-based practice for all assessments and interventions.
• Document Child Life services and interventions in the electronic case tracking system according to professional standards, in a timely manner.
• Assist in management of donations.
• Manage inventory for all child life materials and food items as necessary for department.
• Engage in the development of the Child Life Program.
• Participate in local networking and training opportunities.
• Perform other duties as assigned.

Discretion
Child Life Specialists have a mid-level range of discretion and independent decision-making.

Supervisory Responsibilities
This position does not supervise any other position, but does provide guidance to Child Life Assistants, Students, and Volunteers as needed.

Relationships
Child Life Specialists work closely with the Child Life Supervisor, Child Life Assistants, Support Services, Medical Clinic, Mental Health, Advocacy, and Forensic Interviewing teams.

Qualifications
• Child Life Professional Certification (or attained within 12 months of hire)
• Minimum of a Bachelor’s degree in child life or child development related field
• Bilingual (English/Spanish) preferred
• CPR Certification (or within 90 days of hire)
• 2-3 years of working experience in a child life or human services related field
• Excellent written and oral communications skills

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

________________________________________                       _________________
Staff                                                                                             Date

___________________________________________________                       _________________
Supervisor                                                                                       Date