



Child Guidance Center, Inc

Title: Waiting Room Aide

Full-Time

Department(s): Program

Reports to: Program Director

Location(s): Buena Park, Ca.

Job Summary

We believe in helping every child grow up healthy—and that includes effectively addressing emotional and behavioral health needs during the early years. In fact, the sooner families get support for mental health concerns, the better they can ensure a life-time of well-being. As a waiting room aide you will be responsible for supervising the children in the waiting room, by maintaining a safe and positive environment for all persons.

Responsibilities and Duties

The waiting room aide will solely focus in our clients and clients' needs by:

- Engaging in positive play and communication with children.
- Maintaining a clean facility; and assisting in clerical and facility duties as required by supervisor.
- Ability to work with a diverse client population
- Demonstrate ethical behavior, teamwork and collaboration
- Exercise patience understanding, and concern for each client
- Bilingual (English/Spanish)

Qualifications and Skills

- High School Diploma or Equivalent
- One-year experience and/or course work related to child development or equivalent combination of education and experience.
- Must have the ability to supervise children
- Must pass background check conducted by the Department of Justice and have a valid California Driver's License.

Benefits

Full benefits (medical insurance, paid vacation, sick time and 401K) and a great place to work.

Please send us your resume to be considered for this position. *This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.*