



1457 E. Washington Ave.  
Suite 102  
Madison, WI 53703  
phone 608.241.4888  
fax 608.241.4825  
www.canopycenter.org

Since 1977

Programs

Dane County CASA

Oasis

Parent to Child

May 2018

Dear Applicant:

Thank you for your interest in the position of Receptionist & Childcare Assistant for Canopy Center, Inc. Enclosed you will find a list of application questions, job announcement and Summary of Benefits. Return the completed questions along with a cover letter; current résumé; the confidential federal government reporting form; signed Employee Verification, Authorization and Release Statement; and a list of three professional references.

The completed application kit may be emailed to [maria@canopycenter.org](mailto:maria@canopycenter.org) or mail it to:

Receptionist & Childcare Assistant position  
Canopy Center, Inc.  
1457 E Washington Ave, Suite 102  
Madison, WI 53703

The position will be posted until it is filled.

Sincerely,

Donna Fox, MSSW, CAPSW  
Executive Director

Enclosures



CANOPY CENTER, INC.  
**JOB ANNOUNCEMENT**  
RECEPTIONIST & CHILDCARE ASSISTANT (20 HRS PER WEEK)

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**AGENCY MISSION AND SUMMARY:** The mission of Canopy Center is to prevent child abuse and neglect, strengthen families, and promote healing of those affected by abuse. The agency provides services through three programs: Dane County CASA (court appointed special advocates), Oasis child sexual abuse treatment program, and the Parent to Child family interaction program.

**POSITION SUMMARY:** The Receptionist & Childcare Assistant (R&CA) for the Canopy Center is responsible for serving as the first point of contact for agency clients and visitors, keeping the front waiting area hospitable and welcoming to all, including children, answering the agency phone and serving as a childcare assistant as needed throughout the day. This position works closely with and receives oversight from the Office Manager & Childcare Specialist. Routine office duties may be assigned to this position as needed.

**QUALIFICATIONS:** The R&CA position requires a person with a calm, steady presence to serve as the first person a client or visitor will encounter when phoning or coming to the office. Preferred candidates have experience with providing daycare to an array of ages and abilities, and some knowledge of child development and trauma-informed care. First Aid and CPR (including infant) training is required (and can be provided). Bilingual (English/Spanish) skills a plus.

**DUTIES:** The R&CA position is responsible for providing basic reception duties by greeting clients and answering phones. This includes maintaining the front desk/waiting area to be sure it is kept tidy and welcoming. The position is also responsible for providing childcare as needed during scheduled shifts.

**SALARY AND BENEFITS:** 20 hours per week at \$14/hour. Application kit includes full Benefit Summary.

**HOURS REQUIRED:** Hours will be in the afternoon and evening, typically 2:30 PM-7:15 PM, Monday through Thursday. Hours are flexible with advanced planning.

**TO APPLY:** Download application packet from website at <http://canopycenter.org/how-to-help/careers.html>, or contact the Human Resource Manager at [maria@canopycenter.org](mailto:maria@canopycenter.org) to receive an application packet. **Must return cover letter, résumé, completed answers to the application questions and a list of 3 professional references to be considered for the position.** The position will remain posted until filled.

Applicants will be considered for positions on the basis of qualifications and ability to perform the job for which they are applying without regard to race, religion, creed, sex, age, residency, national origin, disability, sexual orientation, marital status or physical appearance. Minorities encouraged to apply.

Canopy Center, Inc.  
**Application Questions**  
RECEPTIONIST & CHILDCARE ASSISTANT POSITION

**Instructions:**

Please include the following information when you submit your cover letter and résumé for this position at Canopy Center.

1. Basic Qualifications of Position – please CLEARLY state how you meet the qualifications either on a separate form or within your cover letter and résumé:
  - a. Past experience providing childcare including ages of children.
  - b. Past experience as a receptionist or administrative assistant.
  - c. Experience in the non-profit sector.
  
2. Please answer the following questions:
  - a. Are you proficient in Microsoft Office (specifically, Word and Excel) and willing to learn new software for client health information management as needed? PLEASE NOTE, A BRIEF COMPUTER COMPETENCY TEST WILL BE GIVEN PRIOR TO INTERVIEW.  
  
\_\_\_\_\_Yes    \_\_\_\_\_No
  
  - b. If required, do you have a valid Wisconsin driver's license?  
  
\_\_\_\_\_Yes    \_\_\_\_\_No
  
  - c. Have you been placed on probation, parole, released from incarceration, or paid a fine for a misdemeanor or a felony? Please note a conviction will not necessarily disqualify you from employment. It will be considered only as it may relate to the job you are seeking.  
  
\_\_\_\_\_Yes    \_\_\_\_\_No
  
  - d. The hours required for this position: 20 hours per week. Required hours are in the afternoon and evening, typically 2:30 PM – 7:15 PM, Monday through Thursday. Hours are flexible with advanced planning.  
Do you have any ongoing schedule conflicts with the times above?  
\_\_\_\_\_No    \_\_\_\_\_ Yes, please specify \_\_\_\_\_  
  
Are there any days/times you are NOT currently available to work?  
\_\_\_\_\_No    \_\_\_\_\_ Yes, please specify \_\_\_\_\_
  
  - e. How did you learn of the position opening with our agency?  
\_\_\_ JobNet  
\_\_\_ Indeed.com  
\_\_\_ Craig's List  
\_\_\_ Agency website  
\_\_\_ Job Announcement posting – if so, where? \_\_\_\_\_  
\_\_\_ Word of mouth  
\_\_\_ Other \_\_\_\_\_

**Canopy Center, Inc.**  
**Healing and Family Support Services**  
1457 E. Washington Ave., Suite 102  
Madison, WI 53703

**EMPLOYEE VERIFICATION, AUTHORIZATION AND RELEASE STATEMENT**

I certify that the information provided by me in this application is true and complete to the best of my knowledge. I understand that if I am employed, any false statements or omissions can lead to immediate dismissal, and I agree that the company shall not be held liable in any respect if my employment is terminated for that reason. You are hereby authorized to verify the information I have supplied and to conduct any investigation of my personal history. I authorize the companies, schools and persons that I have identified in my application or resume, or any references provided separately, to give any information requested regarding my employment character and qualifications, and release and hold harmless Canopy Center, Inc., and the companies, schools and persons from any liability.

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Signature

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Printed Name

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Date

**CANOPY CENTER, Inc.  
FEDERAL GOVERNMENT REPORTING FORM**

***This part of the application will be removed and kept in a confidential file. It will be separated from the application before the application is presented to the interviewer.***

The following information is requested to meet requirements for federal government reporting payroll, and fringe benefits, procedures, and research purposes. In responding, applicants will know that the data will be used for these purposes only and that federal, state, and county laws forbid discrimination based on age, sex, race, religion, handicap or ethnic group.

Name \_\_\_\_\_ Sex Female \_\_\_\_\_ Male \_\_\_\_\_

Date of Birth \_\_\_\_\_

Position applied for \_\_\_\_\_

Disability, if any \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Ethnic Background      Black \_\_\_\_\_  
                                 American Indian \_\_\_\_\_  
                                 Hispanic/Latino \_\_\_\_\_  
                                 White/Caucasian \_\_\_\_\_  
                                 Asian \_\_\_\_\_  
                                 Alaskan Indian \_\_\_\_\_

Armed Forces Veteran    Yes \_\_\_\_\_ No \_\_\_\_\_

Date \_\_\_\_\_

**Health-Vision Insurance** Agency-sponsored policy available to all regular employees, 30 hours or more, with a premium paid 90% by the Agency for the single coverage. Employees wishing to add a spouse, domestic partner or dependent will have the Agency cover 70% of the premium. Family premiums are paid 50% by the Agency. Eligible employees may begin coverage on the first of the month following 30 days from date of hire. *(Amended 11/18/14)*

**Dental Insurance** Available to all regular employees, 20 hours or more. Employees may choose a single or family coverage with the premium paid 100% by the employee. Employee must choose a primary dentist from the Dentist Provider list. Diagnostic, preventative and restorative services are covered at 100%; extractions, endodontics (except wisdom teeth, covered at 50%) and periodontics are covered at 80%; and major restorative, prosthodontics and orthodontics (for covered family members age 18 and under) are covered at 50%. There is an annual non-orthodontic maximum of \$1,200. All premiums will be deducted pre-tax from payroll. Eligible employees may begin coverage on the first of the month following 30 days of hire.

**Group Life Insurance** Available to all regular employees, 20 hours or more, with premiums paid 100% by the Agency. This benefit provides insurance benefits of \$10,000 to your beneficiary if your death occurs while you are in our active employment and prior to your retirement. Eligible employees may begin coverage on the first day of the month following 3 months of employment.

**Long-Term Disability Insurance** Available to all regular employees, 20 hours or more, with premiums paid 100% by the Agency. This benefit provides income continuation coverage of 60% of an employee's salary during prolonged disability following a qualifying period of 90 calendar days. Coverage begins the first of the month following 3 months of employment for eligible employees. *(Amended 9/1/05)*

**Retirement savings:** Simple IRA plan available to all employees after one year of employment if they have earned a minimum of \$5,000 during that year, and who are expected to earn a minimum of \$5,000 in the following year. The agency matches up to 3% of annual salary if employee makes personal contributions to the plan. *(Amended 3/1/17)*

Additional retirement accounts are available to all regular employees. This benefit allows employees to contribute a portion of their compensation into a personal retirement savings account. All contributions to these plans are made solely by the employee. Accounts are established on an individual basis so that upon termination with the agency, the employee may continue to contribute to the account if they so choose. Investment options, tax benefits and withdrawal restrictions are dependent on each employee's individual situation. *(Amended 11/18/14)*

**Flexible Spending Account** Available to all regular employees, 20 hours or more, with 100% of administration costs paid by the Agency. This IRS approved tax-savings program allows you to save taxes by paying for certain expenses on a before-tax basis. Employees can put pre-tax dollars into this account to cover the cost of certain out-of-pocket expenses for themselves and their dependents. Annual limit of \$2500 for medical reimbursement and \$5000 for dependent care and may rollover up to \$500 each year. Eligible employees may begin coverage on the first of the month following 30 days from date of hire. *(Amended 1/1/14)*

**AFLAC Insurance** Available to all employees (if taking short-term disability policy, employee must be 30 hours or more). Existing employees may sign up for coverage at any time if the premium is being deducted from payroll post-tax. To deduct the premium pre-tax, employees must sign up for coverage

during open enrollment each December. A representative from AFLAC Insurance will meet individually with each employee to review insurance options.

## Canopy Center, Inc.

## Benefits Summary

**Paid Vacation Benefits** Available to all regular employees, 20 hours or more. Each qualifying employee earns an equivalent (based on FTE) of:

80 hours or 2 weeks during first year of employment

120 hours or 3 weeks during second and third year of employment

160 hours or 4 weeks during the fourth and subsequent years of employment

**Paid Sick Time Benefits** Available to all regular employees, 20 hours or more. Each qualifying employee earns an equivalent of two weeks of sick leave per year. Sick time is carried over from one year to the next until the amount of sick time available equals a maximum of 12 weeks (or 480 hours for 40-hour employee).

**Paid Holiday Time** Available to all regular employees, 20 hours or more. The following holidays are observed: New Year's Day, Martin Luther King, Jr. Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Eve Day (1/2 day). Each qualifying employee earns an equivalent of 76-hours of Holiday pay per year (this includes time for two personal holidays).

**Compensatory Time** Available to all regular salaried employees. Compensatory time may be given for hours worked over the number of typically scheduled hours, with **prior** approval from supervisor. Maximum Compensatory time accrued shall not exceed one week of normal hours (40 hours for full-time employee). Compensatory time must be used before any other accrued time is used (vacation, holiday or sick). Compensatory time not used within two months will be lost.

**Continuing Education** Available to all regular employees, 20 hours or more. Workshops/conference attendance, pre-approved by the employee's direct supervisor and the Executive Director, will be paid for by the agency. In addition to conference fees, travel, lodging, mileage, and work hours will be covered by the agency.

**Pay periods** Employees are paid on the 15<sup>th</sup> and last day of each month.