



# Canopy Center

Dane County CASA • Oasis • Parent to Child

October 2019

Dear Applicant:

Thank you for your interest in the position of Childcare Specialist & Receptionist for the Canopy Center, Inc. Enclosed you will find information about the position as well as materials to be completed as part of your application.

A complete application must include the following items:

- Cover letter
- Résumé
- List of three professional references
- Completed application questions
- Completed release statement/background check authorization
- Completed federal reporting form

Applications may be submitted to the following addresses:

**Mail**

Attn: Human Resources  
Canopy Center, Inc.  
2445 Darwin Rd., Suite 15  
Madison, WI 53704

**Email**

[martia@canopycenter.org](mailto:martia@canopycenter.org)

The position will be posted until filled.

Sincerely,

Donna Fox, MSSW, CAPSW  
Executive Director

Enclosures

The Canopy Center is committed to continuously improving its environment to be one that is equitable and diverse. The Canopy Center celebrates the expression of individuality, intersectionality, and all identities among all staff and clients.

# CANOPY CENTER, INC. JOB ANNOUNCEMENT

Childcare Specialist & Receptionist



## AGENCY VISION AND MISSION

Our vision is to give every person an opportunity to have a voice in identifying and addressing their needs; and to provide social connections, to fully develop their sense of self and community.  
Our mission is to help strengthen families and support children, teens, and adults impacted by trauma and adversity.

## PROGRAM DESCRIPTIONS

Canopy Center is a non-profit organization providing three distinct programs. These programs offer support, advocacy and therapy to families with diverse backgrounds by trained staff and our extensive intern and volunteer program.

**CASA**, which stands for Court Appointed Special Advocates, is a program that provides trained community advocates to kids who have experienced abuse or neglect and are under the protection of the courts. Advocates work with one child or sibling group, and visit weekly, get to know their situation, and provide a voice for their kid in court when the judge is making important decisions that will affect the child.

The **Oasis** program provides trauma-informed therapy for survivors of sexual abuse and their non-offending caregivers.

The **Parent to Child** Program (P2C) works in collaboration with Dane County Human Services providing supervised visits on nights and weekends to families in the foster care system. P2C also works with families who are referred by other professionals or self-referred. Besides supervision, P2C offers support, advocacy, and the tools needed to empower families.

The canopy of services provides families and our community with skills and resources to strengthen and empower.

## POSITION SUMMARY

The Childcare Specialist & Receptionist is responsible for providing direct childcare supervision as needed, as well as a safe, nurturing, and activity-based environment for children in a trauma-informed setting. They must maintain the physical childcare space to ensure it is kept clean and tidy, setting up snacks for agency clients, and developing activities for childcare (especially art activities). They are also responsible for providing front desk coverage as needed within normal schedule.

## QUALIFICATIONS

Knowledge of child development, infant and toddler care, programming and child care for a wide range of children, are essential. Three to five years of experience providing childcare. Ability to work as a member of a team and to work flexible hours, evening work required. First Aid training is required. Proficiency in Microsoft Office Suite and Google Suite. Professional attitude and appearance. Ability to be resourceful and proactive when issues arise. High School diploma or GED required. Bilingual (English/Spanish) skills a plus.

## DUTIES

- Ensure childcare is available and provided for all childcare shifts needed by Canopy Center
- Plan and orchestrate childcare activities that are educational, fun and nurturing; ensuring that adult (staff and volunteers) to child interactions are appropriate
- Maintain the childcare room to ensure safety, cleanliness, and creativity
- Ensure supplies and snacks are stocked for childcare shifts
- Maintain records of attendance and information forms on all childcare children, which may include creation of forms when needed
- Maintain system to ensure that all children are accounted for in the event of emergency
- Coordinate childcare for special events, as requested
- Provide program staff with feedback/updates on childcare that may be of assistance in direct service provision to a child/family
- Work with all the programs in the agency to ensure a welcoming environment
- Receive visitors at the front desk by greeting, welcoming, directing and announcing them appropriately
- Ensure reception area and lobby is tidy and presentable

- Maintain office security by following safety procedures
- Answer, screen, and forward phone calls
- Perform other clerical duties as assigned by supervisor
- Other duties as assigned

**HOURS REQUIRED**

30 hours per week. Monday through Thursday, late morning into the evening. Occasional Fridays.

**SALARY AND BENEFITS**

\$24,960 - \$26,520 annually, based on qualifications. Long-term disability and life insurance policy premiums paid in full by agency. Health insurance is available for employees working 30 or more hours per week, with single coverage paid 90% by the agency. SIMPLE IRA payroll contribution available with agency match of 1-3%. A full Benefits Summary is included in the application packet.

**TO APPLY**

Download application packet from website at <http://canopycenter.org/how-to-help/careers.html>, or contact the Human Resources Manager at [martia@canopycenter.org](mailto:martia@canopycenter.org) to receive an application packet. Must return cover letter; resume; a list of three professional references; answers to application questions; completed employee verification, authorization, and release statement and background check authorization; and completed federal reporting form. The position will be posted until filled.



**CANOPY CENTER, INC.**  
**Application Questions**  
Childcare Specialist & Receptionist

**Instructions:**

Please include the following information when you submit your cover letter and résumé for this position at the 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. Knowledge of child development, infant and toddler care, programming and child care for a wide range of children.
  - b. Three to five years of experience providing childcare.
  - c. First Aid training and/or bilingual abilities.

2. Please answer the following questions:

- a. Are you proficient in Microsoft Office (specifically, Word and Excel) and willingness 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 are: 30 hours per week, Monday through Thursday, late morning into the evening, and occasional Fridays. 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?

\_\_\_\_ Agency website

\_\_\_\_ Job Announcement posting – if so, where? \_\_\_\_\_

\_\_\_\_ Word of mouth

\_\_\_\_ Other \_\_\_\_\_



# CANOPY CENTER, INC.

## Employee Verification, Authorization & Release Statement

I certify that the information provided by me in my application for employment 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 my immediate dismissal, and I agree that Canopy Center, Inc. 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## Background Check Disclosure and Authorization Form

In the interest of maintaining the safety and security of those we serve, Canopy Center, Inc. will order a "consumer report" (a background report) on you in connection with your application to be employed by or volunteer with Canopy Center.

The background check will be conducted by an outside company, which will prepare a background check report for Canopy Center. Information on the company, including contact information, can be obtained from Canopy Center.

The background report may contain information concerning your character, general reputation, personal characteristics, mode of living, and credit standing. The types of information that may be ordered include but are not limited to: Social Security number verification; criminal, public, educational and, as appropriate, driving records checks; verification of prior employment; reference, licensing and certification checks; and credit reports. The information may be obtained from private and public record sources, including personal interviews with your associates, friends, and neighbors. (An "investigative consumer report" is a background report that includes information from such personal interviews). The nature and scope of the most common form of investigative consumer report is an investigation into your education and/or employment history conducted by First Advantage.

You may request more information about the nature and scope of an investigative consumer report, if any, by contacting Canopy Center. A summary of your rights under the Fair Credit Reporting Act is also being provided to you with this form.

**Authorization for Background Checks**

After carefully reading this Background Check Disclosure and Authorization form, I authorize Canopy Center to order my background report, including investigative consumer reports.

For purposes of the background report, I authorize the following agencies and entities to disclose all information about or concerning me, including but not limited to: my past or present employers; learning institutions, including colleges and universities; law enforcement and all other federal, state and local agencies; federal state and local courts; the military; credit bureaus; motor vehicle records agencies; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. The information that can be disclosed to First Advantage includes, but is not limited to, information concerning my employment history, earnings history, education, credit history, motor vehicle history, criminal history, military service, and professional credentials and licenses.

I agree that Canopy Center may rely on this authorization to order background reports, including investigative consumer reports, from companies other than First Advantage without asking me for my authorization again as allowed by law. I also agree that a copy of this form is equally as valid as the signed original. I certify that all of my personal information on this form is *true and correct*, and I understand that dishonesty could disqualify me from consideration for employment or volunteer opportunities with Canopy Center.

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Maiden/Other Names \_\_\_\_\_

Social Security Number \_\_\_\_\_ DOB \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

*Addresses Within the Past Seven Years (use a separate sheet as needed):*

Present Street Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Prior Street Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ (Month/Day/Year)

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Signature</b>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Date</b>
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# CANOPY CENTER, INC..

## Federal Government Reporting Form

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 \_\_\_ Other \_\_\_

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

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

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

Ethnic/Racial Background Alaskan Indian \_\_\_\_\_

African American/Black \_\_\_\_\_

American Indian \_\_\_\_\_

Asian \_\_\_\_\_

Hispanic/Latino \_\_\_\_\_

White/Caucasian \_\_\_\_\_

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



# CANOPY CENTER, INC.

## Benefits Summary

**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 \$2700 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)*



**Employee Assistance Program (EAP)** Available to all employees and interns and their family members. The EAP funds up to five short-term counseling sessions through an independent agency, and can assist with many personal, family, and/or job-related stressors and challenges. It is 100% funded by the agency and strictly confidential. *(Amended 2/27/2019)*

**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.

**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.

**Staff Health and Wellness Fund** Available to all employees and interns. The Staff Health and Wellness Fund provides for activities that enhance mental, physical, social, and emotional health for staff, thereby resulting in improved individual well-being, productivity, and morale, as well as connection and camaraderie among all staff. Funds are used for activities for all staff and for specific program staff. *(Amended 2/27/2019)*

**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.