

JOB DESCRIPTION

Position Title: CHILD CARE PROVIDER
Reports to: Family Support Services Manager

Department: FAMILY SUPPORT
Starting Pay: \$7.40 PER HOUR

Position Summary: Responsible for child care in a group setting.

Essential Job Requirements:

EDUCATION High School diploma or GED

EXPERIENCE One year work experience with children in a group setting

REQUIRED SKILLS Enjoys the company of children; can effectively supervise and manage children in a group setting. Understanding and supportive of the team concept of management; Ability to communicate well with co-workers; Understands the importance of, and maintains a clean, safe environment; is able to provide care to children without bias or judgment. Adaptable; Understands the importance of and maintains confidentiality regarding children, parents and co-workers.

Essential Job Functions:

1. Greets and communicates in a positive manner with all parents when they are picking up or dropping off children. Refers parents to immediate supervisor when unable to specifically address issue or concern.
2. Treats children in a respectful and considerate manner; provides a positive role model.
3. Is sensitive to, and has an understanding of, individual needs and differences of all children within the assigned group.
4. Administers care and supervision to children, using redirection when necessary.
5. Monitors children and room environment for safety.
6. Will understand and utilize guidelines for discipline as established by agency policy.
7. Is able to adapt to different ages of children.
8. Maintain snack and toilet routine as appropriate for age.
9. Assists with setup and cleaning of room when finished.
10. Can attend weekly for 10-16 week series in evening.
11. Identifies unusual situations as they arise and communicates with immediate supervisor.
12. Meets all training requirements.
13. Performs other duties as assigned.

PHYSICAL DEMANDS Lifting equipment waist to chest of 50 lbs. using proper technique
Lifting supplies floor to waist of 50 lbs. using proper technique
Pushing and Pulling File Drawers of 30 lbs. using proper technique
Must be able to stand 4 hours a day– based on a 7.5 hour day.
Must be able to sit for 7.5 hours per day – constant sitting
Mobility - must be able to move throughout general office setting and various private homes and public buildings
Must be able to climb a 4 ft. ladder to clean ceiling fans, doorways and windows

Must be able to control body through motion for bending/squatting to pick up supplies
 Must be able to work on knees for the purpose of cleaning floors
 Must be able to use hands for fine motor skills and computer use
 Must have visual acuity to pass Snellen chart test
 Must have hearing acuity to pass Whispered Voice Test
 Must tolerate climate changes from 25 to 90 degrees while moving between buildings and completing outdoor tasks.

DRIVING ABILITY Must hold a valid driver’s license without restrictions, be able to drive van and have a completed motor vehicle check.

Exempt/Non-Exempt
 (Circle one)

Full-Time/Part-Time
 (Circle one)

Regular/Temporary/Leased
 (Circle one)

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis. This does not constitute an employment contract.

I have read the above job description and understand the expectations of the position.

Employee Signature	Printed Name	Date
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Supervisor’s Signature	Printed Name	Date
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