

POSITION TITLE: Child Care Worker

PROGRAM: Options for Recovery Transitional Program Status: Non – exempt

REPORTS TO: Program Director Date Revised: 02/14/12

POSITION SUMMARY:

The Child Care Worker position is responsible for assuring quality services to all program participants in a compassionate and professional manner as it relates to the specific program objectives. Objectives include overseeing the play care environment, supervising that the daily structure is being implemented, supporting mothers who are providing care, assisting them with parenting skills as needed, interacting with counseling staff to help support client's parenting plans and giving feedback, and other duties as needed. Work is performed in a cost effective and service oriented manner as it relates to established organizational standards.

OBJECTIVES/ACTIVITIES:

- A. Responsible for performing daily work requirements to achieve established objectives of the department.
 - 1. Develop daily play care schedule.
 - 2. Meet with mothers who will be providing care to make sure they understand and have materials.
 - 3. Provide crisis intervention and parenting support as needed.
 - 4. Respond to child related questions and concerns.
 - 5. Provide children with a safe, supportive environment free from ethnic or social prejudices.
 - 6. Comprehend and adhere to ethical guidelines and confidentiality laws.
 - 7. Communicate and comprehend oral and written instructions.
 - 8. Oversee the daily and weekly disinfecting/cleaning of the children's rooms.
 - 9. Role model positive behavior to help parents as they work on parenting skills.

- B. Responsible for all areas of daily program maintenance in compliance with company policies.
 - 1. Document and report all client concerns that may require mandated reports to children's services.
 - 2. Secure approval for exceptions to standard policy.
 - 3. Notify management of potential workflow problems and resource needs necessary to attain performance standards.
 - 4. Adhere to staffing schedules in order to provide adequate/safe staffing coverage and to accomplish program objectives.
 - 5. Provide emergency shift coverage as needed.
 - 6. Perform reasonably related duties as assigned by the Director.

- C. Responsible for training and development.
 - 1. Continue to obtain training and support for the development of quality operations.
 - 2. Maintain an above average working knowledge of fire, safety, and health standards to assure safe work environment for clients and all personnel.

- E. Responsible for self-development.
 - 1. Continually learn and enhance technical and interpersonal skills.
 - 2. Attend staff meetings/assigned training seminars and complete required certifications, i.e. CPR, First Aid, etc.

EQUIVALENT EDUCATION AND EXPERIENCE:

This position requires demonstrated ability to communicate and comprehend oral and written instructions and to provide services to clients without ethnic or social prejudices. It requires general knowledge of child development, parenting skills, and of issues and challenges unique to homelessness, substance abuse, cultural diversity, and persons with disabilities. A minimum number of Early Childhood Education studies are required or comparable experience working with children and children with special needs. If Early Childhood Education studies have not been completed, this person must be enrolled or in the process of completing such classes. The successful candidate must be able to utilize a range of interventions to work with clients and their children in a non-judgmental manner. Must have the flexibility and have the willingness to function as a team member. Computer skills preferred but not required. The position requires CPR and First Aid training within ninety (90) days of employment, re-certification as necessary and T.B. testing annually. A valid California driver's license is required to operate any VOA vehicle.

SPECIFIC SKILLS REQUIRED:

- Ability to work with children birth to age five with awareness of development skills
- Teamwork skills
- Oral and written communication skills
- Ability to assist other people
- Organizational skills
- Analytical and decision making ability

PHYSICAL REQUIREMENTS:

- Lift and move up to 25 pounds
- Stand, walk, bend, stoop, and sit frequently
- Kneel occasionally

NATURE OF SUPERVISION RECEIVED:

Daily activities are many times performed independently with accessible guidance and direction from the Program Director or designated lead. The candidate must be able to function both independently and in a team environment working towards attainment of operational goals and contract compliance.

SUPERVISION EXERCISED:

The position does not supervise, however, may be delegated training and lead responsibilities as the program needs may require.

FINANCIAL RESPONSIBILITY:

Substantial financial loss through loss of business contracts is possible.

NUMBER OF EMPLOYEES:

No employees report to this position.

This job description does not constitute a written or implied contract and may be changed as business arise.

Indicate anything that would keep you from meeting the job duties as outlined above

Employee signature: _____ Date signed: _____