

ASPIRANET - JOB DESCRIPTION

Position Title: Child Care Worker

Responsible to: Child Care Worker Supervisor

Employment Status: Full Time or Part Time/Non-Exempt

Core Code/Position Code/WCC: 8/5327/8742

Job Summary:

The Child Care Worker is responsible for providing continuous supervision of children and youth served by the center. Major responsibilities include incident documentation, transportation, meal preparation, violation reporting, compliance with licensing and agency standards, and management of client personal property inventory.

Duties and Responsibilities:

1. Utilize staff log to document incidents which might serve as critical information to ER/CPS staff assigned to a child's case.
2. Utilize staff log to inform other shifts of pertinent facts regarding children and youth served by Center.
3. Provide transportation to children and youth as assigned by Supervisor.
4. Prepare and monitor preparation of meals and snacks provided to children and youth, ensuring that all left-overs are properly stored and dated, and disposed, and dining and food areas are properly cleaned and secured.
5. Report any concerns regarding the physical plant or program to Child Care Worker Supervisor in a timely manner.
6. Read, as assigned, policy manual and program standards and perform shift responsibility as assigned.
7. Attend required meetings, training session, and briefings on current or proposed program and its related activities.
8. Responsible for conducting a regular inventory of center's equipment, supplies and food products for purposes of monitoring possible purchasing needs.
9. Insure appropriate and safe condition and operation of center, its equipment and supplies.
10. Insure personal property of children and youth served is itemized, inventoried and accounted for when entering and exiting center.
11. Support and model Aspiranet's values, represent the Agency in a professional manner, and abide by the Agency's Professional Code of Ethics.
12. Maintain appropriate professional boundaries with staff, birth and foster parents, children and community resources.
13. Maintain client and case confidentiality per licensing and Agency standards.

14. Demonstrate sensitivity and responsiveness to cultural differences.
15. Perform additional duties as assigned by Supervisor.

Qualifications:

- High School Diploma or equivalent.
- Two years of experience with children in a child day care or group care/residential setting or a Bachelor's degree in a behavioral science.
- Meets all state required conditions of employment as set forth by Community Care Licensing for a Licensed Community Care facility; i.e. Fingerprint and child Abuse Index clearance, TB/Health Physical, valid CDL and clean driving record.

Physical Demands:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions. The noise level in the work environment is usually quiet and, at all times is within safe OSHA standards.

Communication

1. Communicates clearly and effectively, both verbally and in writing, with co-workers, supervisors, and youths.
2. Prepares clearly and concisely written reports and summaries
3. Must be able to comprehend, follow, and clearly convey instructions to others.
4. Must be computer proficient and be able to work on a computer for up to 20 hours per week.

Physical Activities

1. Must be able to handle or manipulate objects, tools, and operate controls.
2. Must be able to reach for stacked products, store and retrieve file boxes on high shelves.
3. Must be able to push, pull, lift and/or carry as much as 10 lbs.
4. Must have the ability and skill to drive a vehicle.

I have read and understood the duties and responsibilities for my position as the Child Care Worker.

Name: _____

Date: _____

Signature: _____

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