



Job Title: Childcare Provider
Department: Family Services
Reports To: Children's Services Manager
FLSA Status: Non-Exempt
Prepared by: Insperity (th) **Date:** 1/24/16

Position Summary: The Childcare Provider is responsible for maintaining all records, attendance and timesheets. Completes assessments of all infants and children as assigned.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Ensures there are adequate supplies of baby food and baby goods on shift.
- Maintains daily and open communication with parents.
- Adheres to federal confidentiality regulations.
- Receives eight (8) hours of training per year on Child Development (CD) and its impact on families, child development, child health and safety, child supervision, universal precautions and signs of child abuse.
- Documents the Child Service Weekly Report daily by recording the child's:
 - Attendance
 - Participation in activities
 - Program socialization
 - Progress in activities
 - Behavior toward parent
 - Parent's behavior upon arrival
- Complete the Small Talk sheet daily to capture daily activities related to the child's behavior (i.e. snacks, diaper changes, activities, etc) and provide to the parent at pickup.
- Completes annual training in Blue Basin on the following topics: AIDS, HIV, STD, TB, Hepatitis, and universal precautions.
- Follows oral and written instructions from manager and written instructions from parents, when applicable.
- Ensures that children are isolated from other children when sick until the parent can pick the child up.
- Ensures children are contained in designated areas, away from the areas designated for clients.
- Ensures that the childcare areas are properly cleaned and sanitized in accordance with Santa Maria Hostel's guidelines.
- Maintains accident and incident reports.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: To perform the job successfully, an individual should demonstrate the following:

Communications – Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.

Conflict Resolution – Encourages open communications. Confronts difficult situations. Maintains objectivity. Keeps emotions under control. Uses negotiation skills to resolve conflict.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Education/Experience:

High school diploma or general education degree (GED); or one to three months related experience in and/or training clinical aspects of the job; or equivalent combination of education and experience. Requires skills in child and infant care.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

Basic working knowledge of Microsoft Office (Word, Excel, Outlook and Internet Explorer) required.

Certificates and Licenses:

Maintains CPR, Infant CPR, Automatic External Defibrillator (AED) and First Aid certifications. Current Prevention Management of Aggressive Behavior (PMAB) training required.

Approval Requirements:

Position requires approval from Federal Bureau of Prisons to work with federal clients, if applicable. Also requires approval from Texas Department of Criminal Justice (TDCJ) to work in TDCJ-funded programs, if applicable.

Supervisory Responsibilities:

Not applicable

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Duties are performed outside in the courtyard or monitoring clients in areas within or around the buildings.

Physical Demands:

The physical demands 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 with disabilities to perform the essential functions.

While performing duties of this job, the employee is regularly required to sit and use hands to finger, handle and feel. The employee is regularly required to talk or hear, stand and walk. This position subject to climbing up and down steps and could carry a child or other objects weighing up to 50 pounds occasionally. Specific vision requirements include close vision, distance vision, peripheral vision depth perception and ability to adjust focus.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Supervisor / Manager Signature

Date

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name