

# INCA Community Services



## Job Description

<b>Title:</b>	<b>Child Caregiver</b>	<b>Reports to:</b>	<b>Area Supervisor</b>
<b>Program:</b>	<b>Early Head Start</b>	<b>Status:</b>	<b>Full Time/Full Benefits Non-Exempt 12 month position</b>
<b>Approved:</b>	<b>October 2017</b>	<b>Wage:</b>	<b>(see Salary Scale)</b>

**Benefits:** Health and Life Insurance, Sick and Annual Leave, Funeral Leave Retirement Program (401k), Social Security, Worker's Compensation Insurance and Unemployment Insurance. All paid holidays.

### Job Summary:

Responsible for being part of the Early Head Start team providing appropriate learning experiences by implementing curriculum for infants/toddlers, preschoolers in their care. Shall provide a safe environment and support child development and parenting. Provide daily activities and procedure in accordance with the Department of Human Services Licensing Standards and Early Head Start regulations.

*This position has a recurring access to a vulnerable population.*

**Essential Functions:** *The below is intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

### Child Contact Time

- Provide responsive care for children. Respond to children's need promptly and positively.
- Implement curriculum for children in care providing safety, supporting development and parenting.
- Establish a relationship with each child to ensure trust and emotional security.
- Follow consistent routines (ex: feeding, diapering, toileting, teeth brushing and napping).
- Assist children in playing games, art activities, and transitioning from area to area.

### Parent Engagement

- Greet parents and children pleasantly and appropriately, ensuring a smooth transition in and out of the center.
- Encourage parents to be involved in all aspects of the classroom.
- Communicate openly and positively with children's parents/guardians about daily activities, behaviors, and other issues.

### Safe Environment

- Ensure safe environments (classroom, center, restrooms, kitchen and playground)
- Observe and monitor children's play inside and outdoors.
- Assist staff with meals and snacks including family style meals:
  - Preparing meals and snacks according to current menu.
  - Sterilizing bottles and preparing formula.

- Assist staff with preparing classroom materials when requested.
- Clean and sanitize equipment and learning materials.

**Written Documentation/Service delivery**

- Assist with paperwork responsibilities as assigned and follow appropriate training.
- Keep activity sheets on individual children, including meals, diaper checks, etc.
- Work closely with the teachers in all areas of the classroom. Maintain open communication and address issues and concerns in a professional manner.
- Helps ensure classrooms comply with the Early Head Start Performance Standard
- Helps ensure classrooms comply with Oklahoma State Child Care Licensing Requirements for Child Care Centers.

**General Duties:**

- Attend work punctually and regularly to provide consistency of service.
- Attend upon request all staff and other appropriate meetings, training and conferences some of which may require out-of-town travel and evening/overnight attendance.
- At all times maintain professional attitude and confidentiality of all records and information.
- Demonstrate commitment to mission, values, and policies in the performance of daily routines.
- Perform other program-related assignments as designated
- Present a positive image of the agency to members of the community.

**Supervisory Relationships:**

Works under the direct supervision of the Area Supervisor and direction of Head Start Management. Accountable to the Head Start Director, Executive Director, Board of Directors and Policy Council.

**Knowledge and Skills:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.*

- Must relate well with pregnant mothers, infants, and toddlers as well as families from all socioeconomic, racial, and ethnic groups.
- Ability to work as a team member collaborating with staff, parents and community resources.
- Ability to maintain professional boundaries and ethics with coworkers and families.
- Ability to respond appropriately to an emergency or a crisis situation.

**Qualifications:**

**Education:**

- High School diploma or GED required.
- First Aid Certification and Child CPR Certification

**Experience:**

Prefer experience working with infants and toddlers.

**General:**

- Valid Oklahoma driver's license
- Reliable transportation with liability insurance,
- Character references
- Must pass:
  - Physical,
  - Pre-employment drug testing
  - Criminal Background check including:

- NSOPW (national sex offender)
- Child Care Restricted Registry (Joshua's List)
- FBI fingerprint-based criminal history as required of the ODHS

**Physical Requirements: Employee must be able to:**

*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.*

- Physically able to perform essential job responsibilities.
- Ability to manage physically active children age 0-3 within a weight range up to 45 pounds including lifting, restraining, guiding and withstanding sudden movements.
- Ability to lift 45 pounds multiple times in an 8 hour day.
- Move, lift, push, pull and/or carry 0 to 60 pounds to waist height with or without reasonable accommodations;
- Bending at waist, kneeling, stooping and sitting on floor, or crouching to maintain direct eye contact with children.
- Stand, walk, bend over, stretch, grasp, reach overhead, twist;
- See and read a computer terminal and printed matter with or without vision aids;
- Hear and understand speech at normal levels and on the telephone with or without hearing aids;
- Speak so that others may understand at normal levels and on the telephone;
- Enter data into a computer, operate mainframe/personal computers, operate standard office and communication equipment;
- Operate a motor vehicle;
- Work in a busy, noisy and sometime stressful environment.

**INCA IS AN EQUAL OPPORTUNITY SERVICE PROVIDER AND EMPLOYER**

**Acknowledgment:** I acknowledge receipt and understand the contents of this job description.

<b>Signature of Employee:</b>		<b>Date:</b>	
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Revised 10/17

