

INCA Community Services

Job Description



Title:	One-on-One Assistant	Reports to:	Area Supervisor Health Manager
Program:	Head Start SAF	Status:	Non-Exempt/Part-Time/ Up to 25 hours a week/Flexible
Approved:	April 2016	Wage:	(see Salary Scale)

Job Summary:

Work with assigned children with disabilities and/or children whose developmental age/stage may be delayed, i.e., toilet-training, diaper changing, additional therapy procedures as required by Individual Education Plan. Will assist with all aspects of provision of comprehensive services to the Head Start children and their families. This position is a temporary part time. Hours will depend on the need and attendance of assigned child/children.

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.*

01. Plan with the Teacher and Health Manager activities, materials and equipment to meet the needs and follow the IEP (Individual Education plan) for assigned children.
02. Responsible for the setting up and maintenance of supplies, materials and equipment used in activities with designated children to meet IEP.
03. Supervise and work with assigned children including arrival and/or departure, all indoor and outdoor activities, and mealtime experience to meet IEP.
04. Take designated children for disabilities services, (speech, hearing and vision) and field trips when necessary.
05. Sit and eat with children during meals to incorporate family style meal practices, engaging in conversation with children and sharing the same menu to the extent possible.
06. Assist with maintaining a safe environment for all children.

General Duties:

01. Attend work punctually and regularly to provide consistency of service;
02. Responsible for reporting absences and ensure substitute can be secured to work with designated child;
03. 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;
04. Follow Agency personnel policies as established by Board;
05. At all times maintain professional attitude and respect for parents, children and staff.
06. Ensure confidentiality of all records and information;
07. Demonstrate commitment to mission, values, and policies in the performance of daily routines;
08. Perform other program-related assignments as designated;

09. Present a positive image of the agency to members of the community.

Supervisory Relationships:

Works under the direct supervision of the Area Supervisor and indirect supervision of the Health Manager. Is under the direction of Teacher and 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.

- Ability to initiate and implement developmentally appropriate individualization process for assigned child;
- Skillful in maintaining effective working relationships to achieve goals;
- Ability to read, interpret and implement program guidelines efficiently and effectively;
- Deal tactfully and courteously with the public, parents and staff;
- Capable of following both oral and written instructions;
- Strong verbal and written communication skills;
- Accurate and organized record keeping;
- Handles confidential work with tact and discretion;

Qualifications:

Education:

- GED or High School Diploma required.
 - **Preferred candidates** will have one of the following:
 - A.A. Degree in Early Childhood or related field.
 - Official college transcript with 48 college credits
 - Paraprofessional certification for Oklahoma State Department of Education
 - **Other strong candidate** will have one of the following:
 - CDA (Child Development Associates);
 - A.A. in other area;
 - Official College transcript with college credits;
 - **All other Candidates** must:
 - Complete during first 90 days of employment ELCCT (entry level child care training);
 - Must obtain within six month of employment a Paraprofessional certification from the Oklahoma Department of Education
 - Must obtain within six month of employment a Disability Paraprofessional certification from the Oklahoma State Department of Education
 - **Once hired must:**
 - Annually meet Department of Human Service (DHS) training requirements.

Experience:

Consideration given with experience working with children with special needs.

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.

- Show proof of or obtain Hep A (2), Hep B (3) and any booster immunizations;
- Stand, walk, bend over, kneel, stretch, grasp, reach overhead, stoop, twist, push, pull and move lift and/or carry 0 to 60 pounds to waist height;
- 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 terminal, operate mainframe/personal computers, operate standard office equipment and dial a telephone;
- Operate a motor vehicle;
- Working with both hands and arms;
- Grasping;
- Work in a busy, noisy and sometime stressful environment.

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

**Signature of
Employee:**

Date:

Revised 6/14

