



Child Care Worker

Reports to:

Child Care Supervisor

Job Classification:

Full-Time and/or Part-Time Employee

Purpose:

To protect children's health, safety, and well-being.

Qualifications:

- 21 years old
- High School Diploma or GED
- Be able to read, write, perform basic computer skills, communicate with co-workers, medical personnel, and other persons necessary to care for the child's needs.
- Must be able to perform moderate physical activity including lowering a minimum of 30 pounds to the ground.

Responsibilities:

The caregiver is responsible for:

- (1) Knowing which children they are responsible for;
- (2) Child care services for each assigned child;
- (3) Being aware of and accountable for each child's on-going activity;
- (4) Providing the level of supervision necessary to ensure each child's safety and well-being, including auditory and/or visual awareness of each child's on-going activity as appropriate; and (5) Being able to intervene when necessary to ensure each child's safety.

In deciding how closely to supervise a child, the caregiver must take into account:

- (1) The child's age;
- (2) The child's individual differences and abilities;
- (3) The indoor and outdoor layout of the operation;
- (4) Surrounding circumstances, hazards, and risks;
- (5) The child's physical, mental, emotional, and social needs.

Caregivers must:

- (1) Be aware of the children's habits, interests, and any special needs, including any special supervision needs;
- (2) Provide a safe environment;
- (3) Cultivate developmentally appropriate independence in children through planned but flexible program activities;
- (4) Positively reinforce children's efforts and accomplishments;
- (5) Ensure continuity of care for children by sharing with incoming caregivers information about each child's activities during the previous shift and any verbal or written information or instructions given by the parent or other professionals;
- (6) Implement and follow the children's service plans.

If a child is participating in an unsupervised childhood activity, the caregiver must:

- (1) Know where the child will be;
- (2) Give the child a specific time to return to the operation or the caregiver's location;
- (3) Provide, arrange, or confirm an appropriate method of transportation to and from the activity;
- (4) Give the child a way to contact the caregiver in an emergency;
- (5) Be available to respond if the child contacts the caregiver and needs immediate assistance.