

CATHOLIC CHARITIES OF STEUBEN
JOB DESCRIPTION

Department: Bath Community Child Day Care

Status: Non-Exempt

Position Title: Day Care Assistant

Direct Supervisor: Bath Community Child Day Care Director

W/C: 8869 Child Care

Grade:140

Physical Demands: Medium Work

PRIMARY FUNCTION: The primary function of the Program Assistant is to assist the Group Leader in the care and supervision of children in a particular room, while participating in all room activities with emphasis on providing a safe and nurturing environment that is conducive to optimal growth in each of a child's developmental areas. On occasion overtime may be required; regularly submits to medical monitoring and must successfully pass required medical tests.

POSITION RESPONSIBILITIES:

1. Conduct a visual assessment of each child daily. Report any inconsistencies to the Head of Group immediately and follow up with written documentation.
2. Provide routine custodial care to the children including diapering, toileting, and personal hygiene as necessary.
3. Assist in planning, executing and supervising developmentally appropriate activities that promote the healthy emotional, social, intellectual, and physical growth of each child.
4. Assist in completing room or group paperwork- attendance, meal counts, and activity plans in a timely manner.
5. Provide positive guidance and discipline techniques that emphasize socialization skills and the development of self-control.
6. Communicate with parents daily in a positive manner.
7. Assist in daily routine procedures.
8. Monitor all outdoor and indoor activities to insure the safety of each child.
9. Serve and eat all meals with the children and assist in the development of good nutrition habits and socially acceptable manners.
10. Be knowledgeable and in compliance with all items specified in the New York State regulations for child care centers.
11. Report and document all accidents or incidents in regards to the children.
12. Treat all children with dignity and respect.
13. Assist in bi-annual assessments and parent conferences.
14. Assume classroom responsibilities in the absence of the Group Leader.
15. Attend staff meetings and trainings.
16. Other duties deemed necessary by the Director.

EDUCATION REQUIREMENTS: High School graduate or equivalent, basic knowledge of child development.

EXPERIENCE REQUIREMENTS: Childcare experience.

1. Enthusiastic with genuine enjoyment of children.
2. Calm, nurturing, mature demeanor.

3. Must be 18 years old
4. Ability to read and completely comprehend written and oral directions.
5. Overtime when necessary.
6. Must be physically agile.
7. Eyesight must be 20/20 – corrected.
8. Flexible with hours and assignments in accordance with changing needs.

ADDITIONAL REQUIREMENTS:

1. Demonstrate ethical business practices, in conformance with all state and federal laws and regulations.
2. Possess excellent verbal and written communication skills.
3. Previous experience working with diverse populations, including low to moderate- income families.
4. Ability to multi-task and prioritize duties.
5. Willingness to foster agency, department and program wide cooperation and team work through use of positive/constructive communication techniques.
6. Ability to maintain absolute confidentiality in regards to all records reviewed including client records, employee records and billing records.
7. Proficiency and experience with PC's and Microsoft applications.
8. Ability to analyze and interpret data and to handle problem resolution.
9. Possession of a valid driver's license and a driver's record considered acceptable by agency and insurance carrier.
10. Continuous use of a reliable, registered and insured vehicle.
11. Demonstrate full adherence to the CC of Steuben Code of Conduct and all policies/procedures related to compliance.
12. Demonstrate commitment to Agency Mission Statement.

Ability to meet the following physical requirements with or without reasonable accommodation:

1. Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
2. Stand, sit, walk, bend, stoop, kneel, and reach;
3. Climb up or down stairs;
4. Able to reach above or below shoulders;
5. Occasionally lift or move objects weighing up to 50 lbs;
6. Sitting at a desk or in a vehicle for long periods of time to perform certain job functions;
7. Be able to read, write and interpret written documents.