



HEAD START OF YAMHILL COUNTY
1006 NE 3RD STREET (SUITE A), McMinnville, OR 97128
JOB DESCRIPTION

Revision Date: December 2019	Position Number: HSYC 19-12-Child Care Provider	FLSA Status: Non-Exempt
Position Title: Child Care Provider	Pay Range: minimum + 50 cent pay differential On-Call	
Reports to [Job Title & Division/Department]: Family Engagement Coordinator	Positions Supervised: None	

GENERAL DESCRIPTION:

Child care provision of HSYC children and siblings during parenting events, on an on-call and scheduled basis. This position will assume responsibility for planning activities and caring for children while their parents are engaged in parenting events, meetings, and trainings. Possible hours worked may be up to 10 hours per week; hours worked can range from daytime and/ or evening events. Usually 2-4 hours at a time including clean-up.

ESSENTIAL JOB DUTIES:

1. Assist with:
 - a. implementing a safe and appropriate child care experience for children ages toddler to 8.
 - b. implementing plans that include both indoor and outdoor activities.
 - c. setting up the child care classroom according to developmental levels and individual needs of the children.
 - d. maintaining a clean, safe learning environment at all times.
 - e. returning the child care classroom to how it was found/ complete required clean-up
 - e. toileting, diapering, and feeding as needed.
 - f. utilizing basic child First Aide skills as needed.
2. Stay involved with the children at all times during child care period and inform the Family Engagement Coordinator of all concerns, etc. that you have observed.
3. Promote the development of secure relationships with children.
4. Greet parents and children pleasantly and appropriately, ensuring a smooth transition into the child care classroom.

MINIMUM EDUCATION AND/OR EXPERIENCE:

1. High School Diploma or GED, preferred.
2. Previous experience with a preschool program, preferred.

MINIMUM QUALIFICATIONS:

1. Age restriction minimum: 18 years.
2. Knowledge of, or a willingness to learn, Child Development, Early Child Education, Developmentally Appropriate Practices, and PBIS (positive guidance techniques).
3. Willingness to work with children with challenging behaviors and children with special needs or who are at risk.
4. Be patient, gentle, loving, kind, creative and resourceful with a warm tone of voice.
5. Enthusiastic, energetic, compassionate, sensitive and respectful personality.
6. Ability to handle stress, be flexible, work as a team member, and maintain confidentiality.
7. Understand and demonstrate ethical practices as listed in the NAEYC Code of Ethics.
8. Must be free of child care-restrictible disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children.
9. Reliable transportation.

COMMUNICATION SKILLS:

1. Able to communicate effectively, positively, respectfully, sensitively and confidentially with children, families and co-workers.
2. Represent the organization to the public in a professional manner.
3. Ability to read, speak, and write and communicate with proficiency in English language.
4. Bilingual/ Bi-literate English/Spanish is preferred.
5. Must be able to communicate with peers and Family Engagement Coordinator to relay important information quickly and effectively regarding children.
6. Ability to participate in effective conflict resolution practices.

CERTIFICATE, LICENSES, REGISTRATIONS:

1. Registration and approval to work in a child care facility and continued enrollment with the Criminal History Registry of the Oregon Child Care Division. Consisting of a Federal fingerprint background check, State background check, child abuse/neglect check and sex offender check.
2. Pre-employment physical and throughout employment.
3. Self-Health Appraisals throughout employment.
4. Complete the Head Start 101 and Human Resources trainings.
5. Obtain the Introduction to Child Care Health and Safety Certificate within 30 days of hire.
6. Obtain the Recognizing and Reporting Child Abuse and Neglect Certificate within 90 days of hire.

Note: Applicant must be enrolled in the Criminal History Registry and is subject to fingerprinting and criminal records checks as required by ORS 181.537, and child protective services records checks.

ADDITIONAL JOB DUTIES:

1. Maintain current and correct phone number/e-mail contact information with HR and Family Engagement Coordinator (so you can be called in to work).
2. Report to work at scheduled times.
3. Performs all duties in a safe, timely and professional manner.
4. Perform other duties as assigned.

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 the duties of the job, the employee is frequently required to sit on the floor for long periods of time; bend; stoop; crawl; play; run after and with children on a regular basis. An employee may be required to:

1. lift up to 80 pounds with assistance.

MENTAL DEMANDS:

1. Job requires mental alertness.
2. Ability to anticipate possible crisis situations and deal with them effectively.

3. Ability to use good judgment with at-risk client populations.

WORK ENVIRONMENT:

The work environment characteristics 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:

1. Exposure to outside weather conditions (including driving to centers).
2. Exposure to Indoor environments.
3. Exposure to wet and/or humid conditions due to outside weather conditions.

CONFIDENTIALITY:

Respects the confidentiality of information about Head Start enrolled children and families, agency staff, personnel issues and other program operations.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

Signature

Date

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

