



<b>Position Title:</b> Child Care Worker	<b>Location:</b> Tadiso Inc.
<b>Supervised By:</b> Kitty Johnson	<b>Date:</b>

**Job Summary:** Responsible for providing child care services in the Tadiso's" Drop in Center "as part of Preventive Services. Coordinate daily activities and routines that promotes the development of skills, social competence and self-esteem within safe stimulating environments.

**Duties and Responsibilities: M= Meets the Standard NI = Needs Improvements**

Planning and implementation of educational, developmental and social activities for children from six months to six years.

- Assists in preparation of food and healthy snacks.
- Teaches children basic interpersonal skills
- Teaches simple craft activities such as color recognition, object recognition, shapes numbers, letters, musical sounds, animal sounds (visual and auditory development)
- Maintains confidentiality of clients and children as regulated by State and Federal laws.
- Treats children and parents with respect and dignity
- Maintains necessary records and prepares reports (attendance)
- Obtains and files applications and immunizations records.
- Ability to provide services appropriate to the personal and cultural identity and language of the family.
- Participates in program improvement activities with supervisor and other staff
- Maintains a healthy and safe environment for children
- Demonstrates knowledge of substance abuse and health problems related to addicted individuals and their children
- Demonstrates a nurturing attitude towards children
- Communicate with counselors when children and parents has special needs that require attention
- Performs other duties as assigned to provide quality care

**Professional Requirements**

- Basic Computer skills
- Adheres to dress code, appearance is neat and clean
- Completes annual educational requirements
- Seeks and response to supervision
- Demonstrates ability to establish and maintain effective working relationships with clients, staff and public

**Language Skills:**

Ability to communicate effectively with staff, clients, and the public

**Education/Experience:**



Training in child development with education level of an Associate degree in related major required and three years of experience as childcare worker/supervisors.

Three years' experience as a secretary or administrative assistant; or combination of education and experience of four years.

**Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position without compromising patient care.

Work environment of moderate temperature, noise level

Sitting at desk for hours

Ability to lift 15lbs (files)

Close vision at computer

Repetitive motion at computer

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_